

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE: Tape Researcher

JOB CLASSIFICATION: Communication Specialist

DOT TITLE: Duplicating Machine Operator I; Correspondence Clerk; Audio Tape Librarian

DOT NUMBER: 207.682-010; 209.362-034; 222-367.026

DEPARTMENT: Sheriff's Department

DIVISION: RCECC – Communications Center

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE: 1

CONTACT'S NAME & TITLE: Jean Best, Operations Manager

CONTACT'S PHONE: (206) 296-7500

ADDRESS OF WORKSITE: 3511 NE 2nd Street; Renton, WA 98056

VRC NAME: Chad Scheff*

DATE COMPLETED: 12/2/04*

VRC NAME: Jeff Casem

DATE REVISED: 08/13/09

WORK HOURS: 40 hours per week, 8 hours per day, 6am to 2pm. Two 15 minute breaks and one 30 minute lunch break.

OVERTIME: Occasionally required

JOB DESCRIPTION

This employee works in the Operations Unit of the Communications Section of the King County Sheriff's Office and is responsible for retrieving individual 911 calls and making cassette tape copies of the Master 911 Recorder to be used as evidence for prosecution or defense attorneys. Tape copies may also be made for individuals or media outlets as requested. Periodically, the employee will be required to testify in court as to the authenticity of the taped evidence. This employee is responsible for logging and accurately maintaining secure 911 recordings and creating cassettes from the computer.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

The worker must be able to do all of the following: maintain complete confidentiality of all information on tapes; work independently with minimal supervision; have excellent organizational and time management skills; have excellent written and verbal communication skills; have knowledge of the Stencil computer system; prioritize workload and adapt to changes in work load demand.

ESSENTIAL FUNCTIONS

1. Retrieve a paper hard copy of a 911 tape research log and the requests for 911 tapes and requests for radio transmissions from an inbox at employee's desk.
2. Sign on to STANCIL (911 recording software). Read through requests from detectives or prosecutors along with the details to see what is requested. Look at incident along with the date and time.
3. Place a blank cassette tape into a Sony Tape Recorder then use a keyboard to type in Date, Time and Channel on STANCIL to retrieve the recording. Listen to the beginning of the recording to verify that it is the correct call. Write the date of the call, today's date, the incident #, the channel the incident came in on and the operator # who took the call.
4. The worker uses a hand-held microphone to "Authenticate the Tape" by recording a statement on the tape which specifies her name, position, date and time, incident # and then reads a legal statement which explains that this tape is being legally authenticated.
5. Transferring the correct 911 audio onto the cassette tape by pressing record on the tape recorder. In the event that there are other 911 calls related to the same incident (1 to 25 additional calls), the tape recorder needs to be stopped, the next call needs to be located on the Stancil, the employee records the time of the next call, and begins recording the next call.
6. Once the tape is made the employee records a closing statement indicating the conclusion of the recording and provides the date and time again. The worker then removes the cassette tape from tape deck and places a label containing the incident #, date and requestor on the finished cassette tape.
7. Make a duplicate copy of the cassette tape for all Domestic Violence Intervention Unit Requests using a dual cassette recorder.
8. The worker then prepares an envelope with requestors name and address and inserts a copy of request, copy of the incident, and the tape.
9. Once per day walk to outgoing mail station to send all of the requests made for the day.
10. File requests by incident # in a file cabinet.
11. Retrieve blank tapes and supplies from supply room.

TOOLS & EQUIPMENT USED

Computer, mouse, keyboard, electric stapler, Sony Tape Recorder, Pen, Tascam Dual Cassette Recorder

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted_____

The worker Occasionally stands on a flat carpeted surface at her height adjustable workstation for 10 to 30 minutes at a time for less than 1 hour total per day while performing her essential job functions.

Walking

Health Care Provider initials if restricted_____

The worker Rarely walks on flat carpeted and concrete surfaces for less than 5 minutes at a time and less than 5 minutes total each day to deliver mail one time per day. One time per week the worker may walk for 2 minutes on flat carpeted and concrete surfaces to retrieve a new box of tapes from the supply room.

Sitting

Health Care Provider initials if restricted_____

The worker sits Continuously in an ergonomic adjustable chair up to 2 hours at a time and up to 7 hours total per shift while working at a computer and recording cassette tapes.

Bending neck down

Health Care Provider initials if restricted_____

Occasionally bend neck down when writing a few minutes at a time for up to 30 minutes total per shift.

Bending/Stooping/Squatting

Health Care Provider initials if restricted_____

Rarely to Occasionally Bend / Stoop / Squat for less than 10 seconds at a time, 1 time per week to retrieve supplies from lower shelves of supply closet.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

The worker reaches Frequently to Continuously from waist to chest while making new tapes and while using a computer mouse for less than 20 seconds at a time, throughout the shift. A slight extended reach is used when typing on the keyboard for less than a minute at a time each time a new tape is made.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

The worker Rarely reaches below knee level for less than 10 seconds at a time, one time per week to retrieve boxes of new tapes from lower shelves of supply closet.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

The worker occasionally lifts papers and tapes weighing less than 1# for less than a minute at a time and up to 3 hours total per shift. One time per day for less than 5 minutes at a time, the worker lifts and carries envelopes containing tapes and documents to the an outgoing mail box.

Carrying 1-10 pounds

One time per day for less than 5 minutes at a time, the worker lifts and carries envelopes containing tapes and documents weighing 2 to 5lbs to the an outgoing mail box approximately 50 yards from her workstation.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

The worker Rarely lifts a box of new blank cassette tapes weighing up to 15#s one time per week when retrieving new supplies are needed.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Worker Rarely carries a 15# box of new cassette tapes for less than 3 minutes at a time one time per week when retrieving new tapes.

Pushing and Pulling

Health Care Provider initials if restricted_____

The worker pushes buttons on the tape deck simultaneously with her right and left index fingers to record or stop recording. Buttons would be pushed approximately 150 times if there are total calls recorded.

Handling

Health Care Provider initials if restricted_____

The worker Occasionally to Frequently handles papers and cassette tapes for a few seconds to less than a minute at a time.

Fingering

Health Care Provider initials if restricted_____

The worker pushes buttons on a Sony Tape Deck periodically throughout her shift on an Occasional basis for a few seconds at a time throughout the work shift.

Keyboarding / Mouse Work

The worker uses a keyboard for less than a minute at a time on an Occasional basis throughout the work shift to type in Date, Time and Channel on STANCIL to retrieve the 911 recordings (done for each new tape created). A computer mouse is also used on an occasional basis for a few minutes at a time throughout the work shift to navigate the Stancil Computer System.

Talking

Health Care Provider initials if restricted_____

The worker talks on an Occasional basis for 10 to 30 seconds at a time when recording statements onto a cassette tape using a tape deck.

Hearing

Health Care Provider initials if restricted_____

The worker listens to 911 recordings on a Continuous basis for a few seconds to 45+ minutes or more at a time (911 tapes average 3-5 minutes in length) and for 2-3 hours per shift.

Seeing

Health Care Provider initials if restricted_____

The worker alternates reading paperwork, a computer screen and presses buttons on a tape deck on a Continuous basis throughout her entire work shift.

POTENTIAL MODIFICATIONS TO JOB

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

* Revised 05/16/08 by J. Best

HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date