



**Disability Services
Safety and Claims
Management**

Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Sheriff's Data Technician		
Department:	Sheriff's Office	Division:	Technical Services
DOT Title:	Police Aide	DOT #:	243.362-014
SVP:	3	Requestor:	Jeff Casem
Worksite Address:	516 3 rd AVE, W16 Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Debi Nelson Deborah.nelson@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 10/18/18
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

King County Sheriff's Data Technicians are responsible for receiving, entering, maintaining, transmitting, and relaying various types of information to, from, and between King County Sheriff's Office mobile units, other police agencies, police electronic files, paper records, and courts by means of radio, County, State, national and international criminal justice systems, telephone and other telecommunication devices

This position is a civil service position, for information regarding King County Civil Service Rules you can access these rules at Civil Service Rules

This recruitment will establish an employment list (valid for one year) to fill current and future Sheriff's Data Technician vacancies within the Sheriff's Office

Essential Functions according to the employer:

All King County jobs require ability/essential function to:

Demonstrate predictable, reliable, and timely attendance.

Follow written and verbal directions to complete assigned tasks on schedule.

Read, write, and communicate in English & understand basic math.

Learn from directions, observations, and mistakes and apply procedures using good judgment.

Work independently or as part of a team and interact appropriately with others.

- Assures that locally generated information carried on County, State, national and international computer systems is complete, accurate and up to date by researching, entering, modifying, verifying, and deleting data in a timely manner.
- Provide time critical criminal history information to police officers and criminal justice agencies Requires exceptional communication and interpersonal skills with the ability to serve internal and external customers via in-person, radio, and telephone
- Maintain electronic and paper files on wanted, missing or dangerous persons, stolen property, warrants and court orders.
- Assists law enforcement officer in establishing true identity of persons or property by comparing detailed descriptions to those previously on file, identify persons or property which are listed as "wanted" by state or



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national crime information computers, confirm

- whether or not warrants for specific wanted people are in hand and assist in proper identification of individuals booked under false names.
- Protect confidentiality of information by assuring that data is provided only to appropriate law enforcement and criminal justice personnel.
- • Audit and validate all locally entered information by double checking it for completeness and accuracy.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Demonstrated experience in providing excellent customer service in a high-volume work environment; includes but is not limited to communicating via multiple telephone and radio calls and email.
- Demonstrated experience providing detail oriented information with great attention to quality and accuracy using research techniques, ability to search, retrieve, log and file records from databases, electronic and hard copy files
- Experience entering and tracking data, filing numerically and alphabetically using databases, electronic and paper filing systems
- Demonstrated written communication skills, able to listen and take accurate detailed notes from oral communications with writing skills sufficient to transcribe, compose, edit and maintain a variety of documents, reports and correspondences Using correct spelling, grammar, and punctuation.
- Demonstrated ability to perform multiple tasks and establish appropriate priorities
- Demonstrated experience and ability to work in a dynamic and structured team environment.
- Demonstrated ability to work productively without close supervision

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Scanner, computer, multi-line telephone, printer, shredder, copy machine, fax machine, time stamp machine, various office supplies. Utilizes Microsoft Office programs, and various specialized databases.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8-12 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

Rotating shifts 5 days on, 2 days off, then followed by 3 days off; then 5 days on; these continued to alternate. The employee may work up to 12 hrs. per day and overtime is required.

This is classified as a SENDENTARY job by the US Department of Labor but adjusted to LIGHT for this particular positon.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-5				Up to 1 min./time, 10 min. total with 1-5 lbs. for office supplies, files, binders, shred boxes, reference materials etc.



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	N	S	O	F	C	
Lifting waist-shoulder		1-5				Up to 1 min./time, 10 min. total with 1-5 lbs. for office supplies, files, binders, shred boxes, reference materials etc.
Lifting above shoulder	X					
Carry (Distance/Surface)		1-5				Up to 50' time on flat level ground, 1-5x/shift while transporting office supplies, files, binders, shred boxes, reference materials etc.
Pushing/Pulling (Distance/Surface)		1-10				Up to 30 sec./time, 10. min. total while opening/closing doors/drawers, moving chairs.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 30 min./time, 10 hrs. total while performing computer work, performing data entry conversing with customers on the phone and radio. *The employee could alt. sit/stand as needed if a sit/stand desk was available.
Standing		X*				Up to 1-2 min./time, 10 min. total while using the copy machine, fax machine, scanner, file cabinet, etc. *The employee could alt. sit/stand as needed if a sit/stand desk was available.
Walking			X			Up to 50'/time, 3 hrs. total while walking within the office, between multiple workstations, fax machine, file drawers, etc.
Perform Work on Ladders	X					
Climbing Stairs		X				Up to 12 steps at a time, twice per shift. Also utilizes stepstool up to 3x/shift.
Balancing	X					
Stooping / Bending		X*				Up to 1 min./time, 30 min. total while utilizing lower shelves/cabinets/drawers, adding paper to copy machine and filing. *Can alt. with squat/kneel as needed.
Twisting at Neck		X				Up to 10 sec./time 50 min. total while looking at radio, coworkers and multiple workstations.
Twisting at Waist	X					
Squatting / Kneeling		X				Up to 1 min./time, 30 min. total while utilizing lower shelves/cabinets/drawers, adding paper to copy machine and filing. *Can alt. with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder				X		Up to 2 min/time, 6 hrs. total while manipulating documents, writing, filing, radio, telephone and computer mouse.



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	N	S	O	F	C	
Reach above shoulder		X				Up to 10 sec./time, 10 min. total while placing/removing supplies and files on high file drawers/shelves as well as reaching for objects while seated.
Reach below waist		X				Up to 1 min./time, 30 min. total while utilizing lower shelves/cabinets/drawers, adding paper to copy machine and filing.
Keyboarding					X	Up to 30 min./time 8-10 hrs. total, hrs. total while utilizing the computer.
Wrist Flexion/Extension	X					
Handle/Grasp		X				Up to 1 min./time, 5-10 min. total while manipulating a ream of paper, files, binders and office supplies.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 30 min./time, 8-10 hrs. total while performing computer duties, manipulating documents, staple removing, using radio, writing and utilizing office equipment/supplies.
Hand Controls			X			Up to 30 min./time, 8-10 hrs. total while utilizing a computer mouse and 2-way radio.
Foot Controls	X					
Repetitive Motion				X		Body Part: Hands for radio Cycles/hr: 200+
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking					X	To communicate with customers and coworkers; interact with various law enforcement officials continuously on the phone and two way radio.
Hearing					X	To communicate with customers and coworkers; interact with various law enforcement officials continuously on the phone and two way radio. Radio calls can be difficult to hear with background noise and poor sound quality.
Visual – Near Acuity					X	Computer, documents, warrants.
Visual – Far Acuity		X				Identify incoming faxes (must be addressed immediately).
Visual – Depth Perception	X					
Visual – Color Discrimination					X	Color coded documents and databases.
Visual – Accommodation	X					
Visual – Field of Vision	X					
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					



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	N	S	O	F	C	
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:	Employee continuously engages in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously. Interactions may be related to traumatic events, that are time sensitive (information related to warrants, missing persons, protective orders, violent offenders, etc.).					

COMPREHENSION

Articulating and comprehending information in conversations

Continuously while in telephonic or radio contact with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential.

Health Care Provider initial here if the above activity is restricted _____

Reading, comprehending, and using written materials

Frequently while reviewing on-screen data, warrants, files etc. Entering and processing incoming court and other documents by fax and email. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential.

Health Care Provider initial here if the above activity is restricted _____

Understanding and solving problems involving math and using the results

Occasionally to calculate statistics and process costs/fees.

Health Care Provider initial here if the above activity is restricted _____

Using technology/instruments/tools & information systems

Continuously while using a computer to obtain or enter information. Commonly utilizes a combination of two-way radio, various software and telephone systems simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Working with two and three dimensional formats

Seldom for maps.

Health Care Provider initial here if the above activity is restricted _____



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REMEMBERING

Remembering spoken instructions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Remembering written instructions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Remembering visual information

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Recalling information incidental to task at hand

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Memorizing facts or sequences

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Remembering simple instructions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Remembering detailed instructions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

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LEARNING & PROCESSING

Effectively learning and mastering information from classroom training

Rarely.

Health Care Provider initial here if the above activity is restricted _____

Effectively learning and mastering information from on-the-job training

Continuously while adapting to changes in laws, policies and procedures.

Health Care Provider initial here if the above activity is restricted _____

Learning from past directions, observations, and/or mistakes

Continuously while adapting old experiences and instructions to apply to new events. Must be able to identify similarities and differences compared to prior events and properly apply prior knowledge effectively.

Health Care Provider initial here if the above activity is restricted _____

Using common sense in routine decision making

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Recognizing and anticipating potential hazards and taking precautions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Thinking critically and making sound decisions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Integrating ideas and data for complex decisions

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while using a computer.

Health Care Provider initial here if the above activity is restricted _____

Determining and following precise sequences

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Coordinating and compiling data and information

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

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Analyzing, synthesizing data and information

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

TASKING & PLANNING

Performing repetitive or short-cycle work

Frequently while responding to and coordinating services during most calls.

Health Care Provider initial here if the above activity is restricted _____

Working under specific instructions

Continuously while following procedures for specific types of calls/incidents in accordance with King County policies and procedures, FBI policies and procedures, as well as current laws.

Health Care Provider initial here if the above activity is restricted _____

Completing complex tasks

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Directing, controlling, or planning for others as necessary for basic tasks

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Directing, controlling, or planning for others as necessary for complex tasks

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously.

Health Care Provider initial here if the above activity is restricted _____

Multi-tasking

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while operating a computer, telephone and radio.

Health Care Provider initial here if the above activity is restricted _____

Planning, prioritizing, and structuring daily activities

Frequently, as duties vary drastically. The nature of this position is more responsive than it is proactive. Once a request for assistance has been received the employee must plan a sequence of steps to solve the problem and continue to address the situation until it is resolved.

Health Care Provider initial here if the above activity is restricted _____



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MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE

Maintaining predictable and reliable attendance

Is necessary for each work shift, 365 day per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency. The public and law enforcement officials depend on the employee to obtain accurate information related to warrants, missing persons, protective orders, violent offenders, etc. This position is similar to emergency responders in the criticality of their attendance.

Health Care Provider initial here if the above activity is restricted _____

Being punctual

Is necessary for each work shift, 365 day per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency. The public and law enforcement officials depend on the employee to obtain accurate information related to warrants, missing persons, protective orders, violent offenders, etc. This position is similar to emergency responders in the criticality of their attendance.

Health Care Provider initial here if the above activity is restricted _____

Taking rest periods at set times or only at times determined by breaks in job responsibilities

Is necessary for each work shift, 365 days per year. The purpose of this job is to have personnel ready to react and assist in any incident or emergency. The public and law enforcement officials depend on the employee to obtain accurate information related to warrants, missing persons, protective orders, violent offenders, etc. This position is similar to emergency responders in the criticality of their attendance. Break times are built into the work day, which are paid because the Data Technician can be called back from their break and/or miss break times if it is necessary.

Health Care Provider initial here if the above activity is restricted _____

Adjusting to a flexible schedule of work days and or shifts

Is necessary for each work shift, 365 day per year to ensure 24/7 coverage. This may include working overtime.

Health Care Provider initial here if the above activity is restricted _____

USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT

Receiving criticism and accepting limits appropriately

Continuously, as feedback is provided for all mistakes or concerns. This position requires extreme accuracy as dangerous situations/liability could arise due to errors related to violent offenders, warrants, protective orders, etc.

Health Care Provider initial here if the above activity is restricted _____

Maintaining emotional control and organization under increased stress

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while operating a computer, telephone and radio.

Health Care Provider initial here if the above activity is restricted _____

Maintaining socially appropriate affect, temperament, and behavior

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while operating a computer, telephone and radio.

Health Care Provider initial here if the above activity is restricted _____



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Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome

This position requires extreme accuracy as dangerous situations/liability could arise due to errors related to violent offenders, warrants, protective orders, etc.

Health Care Provider initial here if the above activity is restricted_____

Working independently and/or unsupervised

Frequently while performing regular duties. Data Technicians are expected to perform their work with minimal, if any, supervision.

Health Care Provider initial here if the above activity is restricted_____

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while operating a computer, telephone and radio.

Health Care Provider initial here if the above activity is restricted_____

Responding effectively to emergency situations

Continuously while engaging in communications with emergency personnel, law enforcement agencies, etc. This may occur with auditory distractions such as multiple active conversations, radio traffic, and pressure of urgent situations when timeliness is essential. The employee is often required to handle several situations simultaneously while operating a computer, telephone and radio.

Health Care Provider initial here if the above activity is restricted_____

Analyst's Comments:

Possible Employer Modifications:

Sit/stand workstations would allow shared workstations to be adjusted to appropriate heights for different body types/heights. A headset is recommended as it would assist with the continuous multitasking duties of 2-way radio, telephone, documents, warrants, etc..

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Kyle Pletz, VRC, CDMS

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)



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Name

Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |