



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
500 4th Ave Rm 500
Seattle, WA 98104
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

Job Title:	AFIS LAU Sheriff's Records Specialist	DOT Title:	Police Aide
SVP:	3	DOT #:	243.362-014
Location of Analysis:	516 Third Avenue, Rm 1A04 Seattle	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Jennifer Hernandez
Presenting VRC:		Employer Contact:	De Ann Nesbitt
Date Analysis Completed:	3/30/16	Supervisor Contact Information	Phone: 206-263-2738 E-mail: deann.nesbitt@kingcounty.gov

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

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.

This position provides specialized and/or technical program-specific support services to the Latent Print Unit and internal/external law enforcement customers. Incumbents are required to learn and apply established policies and procedures for coordinating latent print cases from initiation to final disposition with a high attention to detail. This includes receiving/returning evidence (chain of custody), compiling data, tracking case status, creation and distribution of final reports, and retention/dissemination of all case records.

- Answer phones and provide information to criminal justice agencies within King County.
- Records management. File fingerprint cards and case files.
- Process requests for examinations of evidence, receive case evidence and establish new cases.
- Work at the Latent Processing Lab at the Barkley Dean Building on a monthly rotating schedule.
- Prepare and complete simple and complex case reports.
- Return case evidence.
- Update established cases.
- Compose, draft, proofread and edit documents.
- Provide back-up receptionist coverage for multiple receptionists within KCRA & KCSO.
- Assisting with additional projects as needed.

**King County**

King County Job Analysis Completed on: 3/30/16

Employee:

DOT #: 243.362-014

Job Title: AFIS LAU Sheriff's Records Specialist

Claim # (if applicable):

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Current Washington State driver's license and responsible driving record, and ability to drive a county vehicle.
- Ability to enter complex data from a variety of written reports into the mainframe computer, laboratory information system and other databases.
- Excellent customer service and interpersonal skills.
- Ability to use Microsoft Word and Excel.
- Ability to perform alphabetical and numerical sorting and filing.
- Strong attention to detail and accuracy in data entry and filing.
- Ability to work with computer data entry programs.
- Ability to work independently and as part of a team.
- Ability to stand or sit for long periods.
- Ability to lift up to 40 lbs.
- Ability to work in the Latent Processing Lab environment, which includes strong odors and chemicals.
- Ability to maintain complete confidentiality of confidential/sensitive information.
- Ability to obtain ACCESS level 1 Certification.

DESIRED QUALIFICATIONS:

- Excellent analytical and problem solving skills.
- Self-motivated, flexible and open to change.
- Excellent communication (verbal and written) skills, both in person and by phone.
- Ability to handle interruptions without compromising accuracy or productivity.

HIGHLY DESIRABLE QUALIFICATION:

- Experience in a law enforcement agency dealing with evidence.

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

Computer, phone, fax machine, scanner, printer, stapler, staple puller, scissors, paper/binder clips, packing tape dispenser, calculator, laminator, pen, pencil, shredder, Lektreiver (moving/rotating electronic file system), files, documents, typewriter, copy machine, mobile file system, lab case (on wheels) and latex/rubber gloves.

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 checked="" 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	8.0	Hours Per Day*
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week*

*Alternate 4/10 work schedule may be available based on seniority and business needs.

This is classified as a SENDENTARY to LIGHT job by the US Department of Labor.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting						X		Up to 2 hr./time, 6-7 hrs. total while performing computer work, working with case records and talking on the telephone.
Standing					X			Up to 30 min./time, 2-6 hrs. total while obtaining/replacing files, scanning/copying, receiving/returning evidence and delivering files to the Latent Print Examiners.



King County Job Analysis Completed on: 3/30/16

Employee:

DOT #: 243.362-014

Job Title: AFIS LAU Sheriff's Records Specialist

Claim # (if applicable):

	% Time	N	S	O	F	C	
Walking			X				Up to 3 city blocks, 2x per shift, for up to 45 min. total in a work shift. Most commonly occurs while traversing within the work area.

Lifting floor – waist	N	S	O	F	C	lbs.	Up to 5 sec./time, 10 min. total with 25-27 lb. palm print card/file/evidence boxes, 1-5 lb. files, reams of paper, property evidence, lab case (on wheels), office supplies. *40 lb. box of files or property evidence; purging files 10x per day. Can break down as needed. 2 min total 1-2x month.
		1-5 40*					
Lifting waist–shoulder	N	S	O	F	C	lbs.	Up to 5 sec./time, 10 min. total with 25-27 lb. palm print card/file/evidence boxes, 1-5 lb. files, reams of paper, property evidence, office supplies *40 lb. box of files or property evidence; purging files 10x per day. Can break down as needed. 2 min total 1-2x month.
		1-5 40*					
Lifting above shoulder	N	S	O	F	C	lbs.	Up to 5 sec./time, 2 min. total with boxes of files, office supplies and files.
		1-5					
Carry (Dist.)	N	S	O	F	C	lbs.	Cart available.
	X						
Pushing/ Pulling	N	S	O	F	C	lbs force	Up to 3 blocks at a time, 20 min total with a cart, lab case (on wheels) or manipulating palm print card boxes, evidence and files.
		2-15					

	N	S	O	F	C	
Climbing		X				Stairs 1 flight (16 steps) at a time, up to 5x per day. 2-step stepstool up to 2 sec./time, 3 min. total in a shift.
Balancing	X					
Stooping / Bending		X				Up to 2 sec./time, 3 min. total in a shift with stepstool.
Twisting*	X					
Squatting / Kneeling		X				Up to 20 sec./time, 5 min. total for low shelves and files. *Stool available to sit on to avoid squat/kneel.
Crawling	X					
Foot Controls			X			County Vehicle up to 30 min./time, 2 hrs. total for traveling between offices and to return evidence (rare occasion 3-4 times/yr.).



King County Job Analysis Completed on: 3/30/16

Employee:

DOT #: 243.362-014

Job Title: AFIS LAU Sheriff's Records Specialist

Claim # (if applicable):

	N	S	O	F	C	
Reaching Forward (Level)		X				Up to 15 min./time 45 min. total while using copy machine, receiving evidence, working on case work, filing and driving. On a rare occasion the employee may need to drive up to 30 min./time up to 2 hrs. total.
Below Waist		X				Up to 2 min./time, 10 min. total for palm print card boxes, files, property evidence and office supplies.
Above Shoulder		X				Up to 5 sec./time, 2 min. total for boxes of files, office supplies, evidence and files.
Handle/Grasp		X				Up to 5min./time. 15 min. total for large files, boxes of files/palm cards/evidence, driving, doors, hand crank for files, drawers and cart. On a rare occasion the employee may need to drive up to 30 min./time up to 2 hrs. total.
Fine Finger Manipulation					X	Up to 15 min./time, 7 hrs. total while typing, writing, manipulating documents and evidence.
Hand Controls				X		Up to 3 min./time, 4 hrs. total for computer mouse and file hand crank
Repetitive Motion	X					Body part: Cycles/hr.
Vibratory Tasks	X					
Talking		X				5 min./time, 1 hr. total while providing customer service over the phone and with coworkers
Hearing			X			30 min./time, 2 hrs. total while providing customer service over the phone, interacting with coworkers, attending meetings.

Visual:

Continuous. Uses dual computer monitors, driving, handling evidence, print cards, files etc.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather		X				Noise Intensity	X				
Extreme Cold	X					Atmospheric Conditions		X			
Extreme Hot	X					Exposed Heights	X				
Wet and / or Humidity	X					Exposure to Electricity	X				
Proximity to Moving Mechanical Parts			X			Exposure to Toxic / Caustic Chemicals			X		
Exposure to Explosives		X				Exposure to Radiation	X				
Other:											



King County Job Analysis Completed on: 3/30/16

Employee:

DOT #: 243.362-014

Job Title: AFIS LAU Sheriff's Records Specialist

Claim # (if applicable):

Analyst's Comments:

Possible Employer Modifications:

- When working with print cards, files, office supplies and some property evidence the employee can break down as needed.
- When transporting items to the processing lab or other work locations, to reduce lifting and/or carrying, the employee can make multiple trips, use the loading dock at the main office, and/or use a cart. However, this option may increase the walking.

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

3/30/16

Vocational Consultant

Date

Presenting VRC signature:

Vocational Consultant

Date

Employer Verification:

Name

Date

Employee Verification: (optional)

Name

Date



King County Job Analysis Completed on: 3/30/16

Employee:

DOT #: 243.362-014

Job Title: AFIS LAU Sheriff's Records Specialist

Claim # (if applicable):

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 Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |