

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME: _____

JOB TITLE: Courier

DEPARTMENT: Judicial Administration

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Delivers/picks-up files to/from multiple areas and keeps files organized in storage areas.

WORK ENVIRONMENT: Truck and warehouse.

ESSENTIAL FUNCTIONS: Adhere to the written schedule. Organize customer requests in the file check-out log book with detailed notes included as to the status of the requests. Store the log book on the courier bookshelf in access, so that others can tell customers the status of their requests. Get the van serviced immediately after being notified by the motor pool or supervisor. Bring files and/or exhibits in to the courthouse everyday, never leaving files or exhibits in the van overnight. Keep a cellular phone on your person and turned on at all times. Deliver re-files to the warehouse every Tuesday and Thursday. Remove files from the drop off area in access that have been there for over 5 days. Prepare transmittals and labels every Monday, Wednesday, and Friday. Organize boxes and maintain them in an organized manner notify supervisor when There are problems completing requests. Perform other duties as assigned by supervisor.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 30 minutes
Walking <input checked="" type="checkbox"/> uneven terrain	4 – 7 hours
Sitting	4 – 7 hours
Climbing stairs	0
Climbing <u>ladder</u>	0 – 1.5 hours
Balancing	0 – 1.5 hours
Bending/Stooping	2 – 6 hours
Kneeling	0 – 1 hour
Crouching	2 – 4 hours
Crawling	0
Foot controls	4 -7 hours
Reaching above shoulders	2 – 4 hours
Reaching waist-shoulder	1 – 2 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	1 – 3 hours
Reaching floor-knee	1 – 3 hours
Lifting/Carrying 1-10#	4 – 7 hours
Lifting/Carrying 11-20#	4 – 7 hours
Lifting/Carrying 21-50#	4 – 7 hours
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	0 – 2 hours
Hand Controls	4 – 7 hours
Fingering <input checked="" type="checkbox"/> keyboarding	30 min – 1 hour
Vision to assure safety of others	
Hearing to assure safety of others	
Other	

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 60 DBL
- Other _____

Special Requirements:

- CDL
- Respirator use

I have reviewed the following Job Analysis for the above-named employee.

Physician's Signature

Date