

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: Legal Administrative Assistant I
 DEPARTMENT: Judicial Administration WORK SCHEDULE: 40 hours/week, shifts vary
 JOB DESCRIPTION: This position will help support the County's Electronic Court Record program by converting electronic images.
 WORK ENVIRONMENT: Work takes place in an office environment.
 ESSENTIAL FUNCTIONS: Prepare documents for scanning; check validity of data elements required by the Department of Judicial Administration for processing. Sort and batch documents based on filed date, priority level and other criteria used to determine workflow. Scan documents using high-speed scanners. Operator must troubleshoot scanning problems, clean scanning equipment and replace needed parts. Check for quality of electronic image to original document, with attention to required data elements. Index electronic image to appropriate case number. Select appropriate security of documents and seal as appropriate.

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	45 min. – 1 hour	Reaching knee-waist	~5 minutes
Walking <input type="checkbox"/> uneven terrain	15 – 20 minutes	Reaching floor-knee	~5 minutes
Sitting	~6	Lifting/Carrying 1-10#	Less than 5 min.
Climbing stairs	0	Lifting/Carrying 11-20#	~15 minutes
Climbing	0	Lifting/Carrying 21-50#	~15 minutes
Balancing	0	Lifting/Carrying 51-100#	0
Bending/Stooping	15 – 20 minutes	Lifting/Carrying 100+#	0
Kneeling	Less than 5 min.	Handling	Less than 10 minutes
Crouching	5 – 10 minutes	Hand Controls	0
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	5 – 6
Foot controls	0	Vision to assure safety of others	0
Reaching above shoulders	Less than 5 min.	Hearing to assure safety of others	0
Reaching waist-shoulder	~2		

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 About 50 dbs
- Other _____

Special Requirements:

- CDL Respirator use

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

Physician's Signature

Date