

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: _____

JOB TITLE: Admin Specialist III (Real Property)

DEPARTMENT: Natural Resources, Water and Land, Rural & Resource Planning

WORK SCHEDULE: 35/week

JOB DESCRIPTION: Performs lead clerical and/or oversight office coordination that is specialized and/or technical in nature, and is performed under limited supervision. The work involves independent judgment of complex and/or sensitive information. Duties include researching specialized or technical information, providing program-specific information to internal and external customers, distributing work to other office employees and providing direction and training.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Provide and/or acquire authoritative program-specific information relating to assigned specialized or technical clerical support services that require interpreting established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers over the telephone, in writing and/or in person. Some employees may have to deal with sensitive and/or potentially volatile situations. Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications. Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records. Compose, draft, summarize, prepare, proofread and/or edit documents, contracts, ordinances, motions and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures. Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time sensitive matters, and maintain security and confidentiality. Prepare budget and budget revision materials and/or federal or Washington State grant documents according to specific directions; perform financial, payroll or other financial/numeric work requiring the application of accepted bookkeeping or basic accounting methods and applications. Schedule meetings and maintain calendars for supervisor and/or organizational unit/program. In addition the above, will also perform some field work.

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

PHYSICAL DEMAND	HRS PER SHIFT
Standing	0 – 1 hours
Walking <input checked="" type="checkbox"/> uneven terrain	0 – 4 hours
Sitting	4 – 7 hours
Climbing stairs	0 – 30 minutes
Climbing _____	0
Balancing	0 – 30 minutes
Bending/Stooping	0 – 30 minutes
Kneeling	0 – 30 minutes
Crouching	0 – 30 minutes
Crawling	0
Foot controls	0 – 3 hours
Reaching above shoulders	0 – 15 minutes
Reaching waist-shoulder	0 – 15 minutes

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 15 minutes
Reaching floor-knee	0
Lifting/Carrying 1-10#	0 – 7 hours
Lifting/Carrying 11-20#	0 – 4 hours
Lifting/Carrying 21-50#	0 – 15 minutes
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	4 – 6 hours
Hand Controls	0 – 3 hours
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Vision to assure safety of others	0 – 3 hours
Hearing to assure safety of others	0 – 3 hours
Other	

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

Physician's Signature

Date