

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: Administrative Specialist II (Medical Examiner)

DEPARTMENT: Public Health WORK SCHEDULE: 40/week

JOB DESCRIPTION: Prepares, types, word processes, stores, and releases case materials such as autopsy reports and death certificates. Performs customer service duties electronically or in person. Performs administrative support duties such as ordering, tracking bills, payroll duties.

WORK ENVIRONMENT: Office with some field.

ESSENTIAL FUNCTIONS: Performs production-level medical transcription work in typing autopsy reports using transcription equipment and personal computer. Prepare Death Certificates. Clearing death certificates. Interpret State statutes and King County policies regarding release of public and confidential Medical Examiner records. Photocopy documents for release to family, law enforcement, medical and legal personnel. Create and electronically store Medical Examiner Statements. Answer telephone calls and respond or refer call as appropriate. Provide in-person reception work, greeting clients at the reception window Release personal property, suicide notes, and evidentiary materials to next-of-kin or representative. File confidential and private Medical Examiner documents. Administrative functions such as ordering, tracking bills, daily deposits and payroll duties. Provide back up to Program Manager III regarding preparation and release of case materials. Perform data entry as needed. Enter timesheets every two week period for payroll. Coordinate the petty cash fund. Provide conference room scheduling. Coordinate the library functions at the Medical Examiner's Office. Assist investigators in the field. Release bodies to funeral home staff. Other duties as assigned.

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 90 DBL
- Other _____

Special Requirements:

- CDL Respirator use

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	3 – 4 hours
Walking <input checked="" type="checkbox"/> uneven terrain	0 – 20 minutes
Sitting	4 – 5 hours
Climbing stairs	10 – 20 minutes
Climbing <u>truck/van</u>	0 – 5 minutes
Balancing	1 – 2 hours
Bending/Stooping	20 min – 1 hour
Kneeling	0 – 20 minutes
Crouching	0 – 10 minutes
Crawling	0
Foot controls	3 – 4 hours
Reaching above shoulders	1 – 2 hours
Reaching waist-shoulder	2 – 4 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	0 – 1 hour
Reaching floor-knee	0 – 1 hour
Lifting/Carrying 1-10#	1 – 2 hours
Lifting/Carrying 11-20#	0 – 30 minutes
Lifting/Carrying 21-50#	0 – 30 minutes
Lifting/Carrying 51-100#	0 – 10 minutes
Lifting/Carrying 100+#	0 – 5 minutes
Handling	3 – 7 hours
Hand Controls	2 – 3 hours
Fingering <input checked="" type="checkbox"/> keyboarding	4 – 7 hours
Vision to assure safety of others	0 – 4 hours
Hearing to assure safety of others	0 – 4 hours
Other	

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

Physician's Signature

Date