

JOB TITLE: Administrative Staff Assistant  
EMPLOYEE:  
VRC: Kyle Pletz

DOT # 169.167-010  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Administrator II

**JOB CLASSIFICATION** Administrator II

**DOT TITLE** Administrative Assistant

**DOT NUMBER** 169.167-010

**DEPARTMENT** Natural Resources and Parks

**DIVISION** Wastewater Treatment

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 2

**JOB STATUS**

Full Time, Career service.

**ADDRESS OF WORKSITE**

201 South Jackson  
Seattle, WA 98104

**CONTACT'S NAME** Tim Aratani

**CONTACT'S PHONE** 206-263-6565

**EMPLOYER JOB TITLE** Manager, Finance and Administration Services Section

**DATE COMPLETED** 9/25/03

**VRC NAME** Jeff Casem

**DATE REVISED** 7/31/08

**WORK HOURS** 8:00-4:30am, 40 hours per week. Two fifteen minute breaks and one, half-hour lunch break per day.

**OVERTIME** Rare, optional.

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### **JOB DESCRIPTION**

Performs specific administrative duties and responsibilities in support of a unit, division or department. Administrative duties include but are not limited to researching and analyzing information, coordinating and implementing technical/specialized work assignments and drafting and preparing written reports and agendas.

### **ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

The employee must have knowledge of King County policies and procedures, payroll,. Must have skill in providing training and technical payroll support and direction to of all types of persons (25+ persons), Peoplesoft training and analysis of administrative duties Must have customer service and written communication skills. The employee must be proficient in Microsoft Word and Excel and Peoplesoft. Must have the knowledge and ability to coordinate and order office supplies, perform data entry, and answer a multi-line telephone. Must be able to provide specific instructions and directions frequently.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Manage division internal payroll process from the entry of time to the issuance of the payroll warrant. Assesses resource requirements and adequacy of policies and procedures. Facilitates monthly meetings updating staff on policies and procedures. Provides payroll system problem troubleshooting, communicating policies, procedures and methods to resolve. Provides backup entry support in an emergency basis. Troubleshoots Peoplesoft questions during payroll processing. Works with Payroll on issues list keeping all corrections up to date.
2. Provides general administrative support including PCN's, processing correspondence, maintaining schedules and performing records management.

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### **NON-ESSENTIAL FUNCTIONS**

Driving a County vehicle.

### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, calculator, stapler, hole punch, files and documents. Computer software includes Microsoft Word and Excel as well as Peoplesoft. The incumbent also orders office supplies via catalog.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rare = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

### **This job is classified as**

Sedentary

### **Standing**

Occasionally on flat, carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the fax or copy machine as well as conversing with co-workers. The employee can sit and stand as needed.

### **Walking**

Occasionally on flat carpeted surfaces for distances of up to 320 feet at a time for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while traversing between the copy machine, fax machine, workstation and co-worker's work areas. On a rare occasion the employee may need to walk to another King County Building up to 3 blocks away.

### **Sitting**

Continuously on an office chair for up to 2.5 hours at a time for up to 6 hours total in a work shift. Most commonly occurs performing computer work and answering the telephone. The employee can sit and stand as needed.

### **Bending/Stooping**

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce bending/stooping by alternating with crouching, kneeling or sitting on a chair.

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### **Crouching**

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce crouching by alternating with kneeling, bending/stooping or sitting on a chair.

### **Kneeling**

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers. The employee can reduce kneeling by alternating with bending/stooping, kneeling or sitting on a chair.

### **Operating Controls with Feet**

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

### **Reaching above shoulder height**

Rare on flat carpeted surfaces for up to 10 seconds at a time for up to 5 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets as well as using overhead bins in the work area.

### **Reaching at waist to shoulder height**

Continuously for up to 2.5 hours at a time for up to 6 hours total in a work shift while performing computer duties, writing, manipulating documents and files, operating copy and machines, placing and removing office supplies and files out of drawers and cabinets.

### **Reaching at knee to waist height**

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files from cabinets and drawers.

### **Reaching at floor to knee height**

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing or placing office supplies in supply cabinet and placing and removing files from low drawers.

### **Lifting 1-10 pounds**

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while lifting paper for the photocopy machine, files, documents and office supplies.

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**Carrying 1-10- pounds**

Rare for distances of up to 320 feet for up to 3 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting office supplies and traversing to meet with co-workers.

**Pushing and Pulling**

Occasionally for distances of up to 320 feet for up to 10 minutes at a time for up to 30 minutes total in a work shift with a pushing/pulling force of up to 7 pounds. Most commonly occurs while transporting office supplies and delivering mail via a wheeled cart.

**Handling**

Frequently for up to 10 minutes at a time for up to 4 hours total in a work shift while manipulating files and documents as well as using the telephone and computer mouse.

**Operating Controls with Hands**

Frequently for up to 30 minutes at a time for up to 4 hours in a shift while operating a computer mouse as well as driving a County vehicle to meetings.

**Fingering**

Frequently for 2.5 hours at a time for up to 6 hours total in a work shift while performing computer duties, writing and manipulating documents. The incumbent also may operate office machines such as a fax machine or copy machine.

**Talking**

Frequently for up to 30 minutes at a time for up to 6 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing with vendors and Payroll.

**Hearing**

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers, providing customer service and answering the telephone as well as conversing with vendors and Payroll.

**Near acuity—clarity of vision at 20 inches or less**

Frequently for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading documents, inspecting files, reading mail, and looking at computer screen while typing.

**Far acuity—clarity of vision at 20 feet or more**

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

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**Depth perception—three dimensional vision**

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Rare for up to 30 minutes at a time for up to 1 hour in a shift while driving a County vehicle to meetings.

**TEMPERAMENTS**

Performing repetitive or short-cycle work: Continuously  
Influencing people in their opinions, attitudes, and judgements: Rare  
Performing a variety of duties: Frequently  
Expressing personal feelings: Rarely  
Working effectively under stress: Occasionally  
Working under specific instructions: Continuously  
Working with others: Continuously  
Making judgements and decisions: Frequently

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting close proximity from other workers and cubicles. The employee interacts with persons that may be upset or potentially hostile. The noise level is quiet. Copy machine and telephone ringers are the loudest noises in the office.

Outside weather: Rare  
Moving Mechanical Parts: Rare  
Vibration: Rare

**POTENTIAL MODIFICATIONS TO JOB**

Adjustable ergonomic chair with lumbar support for increased comfort while sitting for an extended duration.  
Use luggage cart to reduce and carrying.  
Alternate tasks to reduce static positions.  
Workpace break monitoring software to promote alternating between sitting and standing.  
Telephone headset to promote proper posture when talking on the telephone.

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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Date

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**HEALTH CARE PROVIDER SECTION**

**Check all that apply**

**The employee is released to perform the described duties without restrictions on performance or work hours.**

**The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:**

\_\_\_\_\_

**Temporary until \_\_\_\_\_**       **Permanent as of \_\_\_\_\_**

**The employee is released to perform the described job with the following modifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Temporary until \_\_\_\_\_**       **Permanent as of \_\_\_\_\_**

**The employee is not released to perform the described duties due to the following job functions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Temporary until \_\_\_\_\_**       **Permanent effective \_\_\_\_\_**

**The employee is unable to work in any capacity.**  
**A release to work is:**  **anticipated by \_\_\_\_\_**       **Not expected**

**The limitations are due to the following objective medical findings:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date