



**Disability Services  
Safety and Claims Management**  
Department of Executive Services  
Human Resources Division  
500 4<sup>th</sup> Avenue, Room 500  
Seattle, WA 98104  
(206) 477-3350  
(206) 296-0514 FAX

Employee :

Claim # :

## JOB ANALYSIS

|                   |  |                                    |  |
|-------------------|--|------------------------------------|--|
| Job Title:        | Court Clerk II   |                                    |  |
| Department:       | Judicial Administration  | Division:                          | Case Flow and Court Clerk                                    |
| DOT Title:        | Court Clerk (government ser.)  | DOT #:                             | 243.362-010  |
| SVP:              | 6  | Requestor:                         | Jennifer Hernandez   |
| Worksite Address: | Downtown, Kent MRJC, Children's and Family Justice Center East Services Center, Involuntary Treatment Court at Harborview. | Office Contact Name/ Phone/ Email: | Janet Llapitan 206-477-0809<br>janet.llapitan@kingcounty.gov |
| Original Analyst: | Kyle Pletz, VRC, CDMS  | Analysis Date:                     | 10/26/17   |
| Update Analyst:   |  | Update Date:                       |  |

☒ On-Site    ☐ Interview    ☐ Representative

### JOB DUTIES:

Positions in this classification are responsible to record the proceedings of the court and accurately create and prepare a written record of King County Superior Court events.

### ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.
- Accurately record the details of all courtroom proceedings
- Complete minute entries for proceedings brought before the court
- Obtain and review certain documents for signatures
- Performing audio and video functions
- Filing documents presented in court

### EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

#### MINIMUM QUALIFICATIONS:

- General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies, procedures and responsibilities of an office.
- Must have strong computer skills, including data entry and typing experience.
- Willingness to adapt and learn quickly when challenged with new tasks.
- Ability to use time management, self-direction, resources and tools to complete multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes to meet deadlines.
- Ability to organize work priorities and find solutions to difficult or complex issues.
- Ability to be flexible and adapt to last minute assignment changes.
- Excellent customer service skills and the ability to maintain a professional demeanor and composure at all times.



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- Strong effective listening and communication skills. Interpersonal and decision making skills.
- Demonstrated ability working with diverse cultural and socio-economic populations.
- Understanding of the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace.
- Knowledge of legal terminology or demonstrated ability and experience learning other professional terminology.
- Ability to develop and maintain effective working relationships with demonstrated interpersonal and decision making skills

### DESIRABLE QUALIFICATIONS:

Previous experience as a Court Clerk and/or experience in a judicial environment.

### Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computers, pen/pencil, stamps, telephone, keys, documents, binders and fax machine.

## PHYSICAL REQUIREMENTS

| Frequency Scale   | Strength                                      | Work Pattern   |
|---|---|--|
| <b>N</b> = Never  | <input checked="" type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Full-time                                      |
| <b>S</b> = Seldom (1-10 %, up to 48 min)                | <input type="checkbox"/> Light                | <input type="checkbox"/> Part-time   |
| <b>O</b> = Occasional (11-33%, 49 min. – 2 hr 40 min)   | <input type="checkbox"/> Medium               | <input type="checkbox"/> Seasonal  |
| <b>F</b> = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min) | <input type="checkbox"/> Heavy                | Hours Per Day  |
| <b>C</b> = Constant (67-100%, more than 5 hr 20 min)    | <input type="checkbox"/> Very Heavy           | Days Per Week  |
| <b>Work Pattern (continued)</b>                         |   | FLSA Exempt<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| Job Demand                                   | Frequency and Weight (lbs) |      |   |   |   | Activity Description   |
|--|----------------------------|------|---|---|---|--|
|  | N                          | S    | O | F | C |  |
| <b>Lifting</b><br>floor – waist              |                            | 5    |   |   |   | Up to 10 sec/time, 2 min total while manipulating a binder, ream of paper or stack of documents. |
| <b>Lifting</b><br>waist–shoulder             |                            | 5    |   |   |   | Up to 10 sec/time, 2 min total while manipulating a binder, ream of paper or stack of documents. |
| <b>Lifting</b><br>above shoulder             |                            | 5    |   |   |   | Up to 5 sec./time, 2 min total while handing documents to the Judicial Officer.                  |
| <b>Carry</b><br>(Distance/Surface)           | X                          |      |   |   |   |  |
| <b>Pushing/Pulling</b><br>(Distance/Surface) |                            | 1-10 |   |   |   | Up to 5 sec./time, 2 min total while opening and closing drawers and doors.                      |



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| Physical Demands         | Frequency |    |   |   |   | Activity Description   |
|--------------------------|-----------|----|---|---|---|--|
|                          | N         | S  | O | F | C |  |
| Sitting                  |           |    |   |   | X | Up to 3.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer tasks, taking minutes, passing orders for signature and performing general clerical tasks in the court room. |
| Standing                 |           | X  |   |   |   | Up to 30 sec./time, 2 min. total while handing a Judicial Officer paperwork.   |
| Walking                  |           | X  |   |   |   | Up to 200', 10 min./ total while performing sound check in court rooms and within the court room.  |
| Perform Work on Ladders  | X         |    |   |   |   |  |
| Climbing                 | X         |    |   |   |   |  |
| Balancing                | X         |    |   |   |   |  |
| Stooping / Bending       |           | X* |   |   |   | Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves and cabinets. *Can alt. with squat/kneel as needed.  |
| Twisting at Neck         |           | X  |   |   |   | Up to 30 sec./time, 30 min./total looking up at Judicial Officer in the court room and passing documents in the courtroom.   |
| Twisting at Waist        |           | X  |   |   |   | Up to 30 sec./time, 30 min./total looking up at Judicial Officer in the court room and passing documents in the courtroom.   |
| Squatting / Kneeling     |           | X* |   |   |   | Up to 30 sec./time, 5 min. total while reaching for lower office drawers, shelves and cabinets. Can alt. with bend/stoop as needed.  |
| Crawling                 | X         |    |   |   |   |  |
| Reach waist to shoulder  |           | X  |   |   |   | Up to 30 sec./time, 10 min./total while passing documents in the courtroom.  |
| Reach above shoulder     |           | X  |   |   |   | Up to 30 sec./time, 30 min./total looking up at Judicial Officer in the court room and passing documents in the courtroom.   |
| Reach below waist        |           | X  |   |   |   | Up to 30 sec./time, 5 min total while reaching for lower office drawers, shelves and cabinets.   |
| Keyboarding              |           |    |   | X |   | Up to 5 min./time, 5 hrs. total while instant messaging, taking minutes and email.   |
| Wrist Flexion/Extension  | X         |    |   |   |   |  |
| Handle/Grasp             |           | X  |   |   |   | Up to 30 sec./time, 2 min total when manipulating stacks of documents.   |
| Forceful Grasp           | X         |    |   |   |   |  |
| Fine Finger Manipulation |           |    |   |   | X | Up to 5 min./time, 6 hrs. total while instant messaging, taking minutes, emailing, writing, manipulating documents and stamping.   |
| Hand Controls            |           |    | X |   |   | Up to 1 min./time, 2 hrs. total while using the computer mouse.  |
| Foot Controls            | X         |    |   |   |   |  |
| Repetitive Motion        | X         |    |   |   |   | Body Part: Cycles/hr:  |
| Vibratory Tasks – High   | X         |    |   |   |   |  |
| Vibratory Tasks – Low    | X         |    |   |   |   |  |



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|---------------------------------------|---|---|---|---|---|--|
|                                       | N   | S | O | F | C |  |
| Talking                               |   |   | X |   |   | Up to 10 sec./time, 1 hr. total while conversing with a judge, attorney, bailiff, co-worker or superior.   |
| Hearing                               |   |   |   |   | X | Up to 3.5 hr./time, 7 hrs. total while listening to court proceedings and taking minutes by hand or computer.  |
| Visual – Near Acuity                  |   |   |   |   | X | Up to 3.5 hr./time, 7 hrs. total while performing computer tasks, taking minutes, passing orders for signature duties and performing general clerical tasks in the court room. |
| Visual – Far Acuity                   |   |   |   |   | X | Up to 3.5 hr./time, 7 hrs. total while identifying potential hazards (such as agitated, mentally unstable etc. persons) in the court room.                                     |
| Visual – Depth Perception             | X   |   |   |   |   |  |
| Visual – Color Discrimination         | X   |   |   |   |   |  |
| Visual – Accommodation                |   |   |   |   | X | Up to 3.5 hr./time, 7 hrs. total while identifying potential hazards in the court room as well as utilizing a computer screen continuously.                                    |
| Visual – Field of Vision              | X   |   |   |   |   |  |
| Exposure to Weather                   | X   |   |   |   |   |  |
| Extreme Cold                          | X   |   |   |   |   |  |
| Extreme Hot                           | X   |   |   |   |   |  |
| Wet and / or Humidity                 | X   |   |   |   |   |  |
| Proximity to Moving Mechanical Parts  | X   |   |   |   |   |  |
| Exposure to Explosives                | X   |   |   |   |   |  |
| Atmospheric Conditions                | X   |   |   |   |   |  |
| Exposed Heights                       | X   |   |   |   |   |  |
| Exposure to Electricity               | X   |   |   |   |   |  |
| Exposure to Toxic / Caustic Chemicals | X   |   |   |   |   |  |
| Exposure to Radiation                 | X   |   |   |   |   |  |
| Noise Intensity                       | <input type="checkbox"/> Very Quiet<br><input checked="" type="checkbox"/> Quiet<br><input checked="" type="checkbox"/> Moderate<br><input type="checkbox"/> Loud<br><input type="checkbox"/> Very Loud |   |   |   |   | The work environment is predominantly quiet but can be loud when exposed to aggravated and yelling persons.  |
| Other:                                |   |   |   |   |   |  |



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### Analyst's Comments:

### Possible Employer Modifications:

### Update Comments (*if applicable*):

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

### Analyst:

### Update (*if applicable*):

  
\_\_\_\_\_  
Vocational Consultant

12/4/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

### Employer Verification:

### Employee Verification: (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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### MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: \_\_\_\_\_
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: \_\_\_\_\_

Treatment plan: \_\_\_\_\_

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

### Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- ☐ Attending Physician    ☐ Consulting Physician    ☐ Pain Program Physician
- ☐ IME Physican    ☐ PCE Therapist    ☐ OT / PT Therapist    ☐ PEP Physician