

**CORRECTIONS TECHNICIAN
JOB ANALYSIS
King County Dept. of Adult Detention**

Job Description:

Cashier: receive inmates' personal property such as jewelry, money, and clothing from corrections officer and record, store, inventory, and disburse or release property when inmates are released.

Property Room: collect and maintain inmates' property as received by the Cashier, retrieve and release valuables as requested, maintain property room security, and box and send transferred inmates' valuables.

Commissary: take orders from inmates for items such as candy, magazines, snacks, and toilet items; distribute orders to inmates.

Receptionist: monitor doors into perimeter of jail, greet visitors, enter and retrieve written information using computer terminal, receives and processes bail monies and official paperwork for inmates and perform office support tasks such as typing confidential information and answering telephones.

Job Assignments vary daily.

Essential Functions:

1. Cashier: ability to count money and checks and use special record keeping skills.
2. Property Room: ability to maintain inventories and retrieve information on a computer.
3. Commissary: ability to use arithmetic to keep records, takes inventory, and estimate quantities.
4. Receptionist: ability to communicate well with the general public and use hands, eyes, and fingers accurately to operate office machines such as computer.

Minimum Qualifications: Training or work experience that demonstrates ability to perform job assignments, able to pass examination requirements which include (tests knowledge of basic arithmetic and reading and writing skills), able to count cash and reconcile cash transactions, basic typing skills, able to use computer and other office equipment, able to pass a thorough background check which includes a polygraph test, able to be in contact with inmates, and able to work well with little supervision.

Equipment/Tools: Mesh property bags, 4-wheel cart, hand truck, step stool, ladder, computer terminal, writing utensils, telephone, copy and fax machines and electronic door console (in reception area to open doors automatically)

PHYSICAL REQUIREMENTS: *(seldom 1-10%, occasional 11-30%, frequent 31-70%, constant above 70%)*

Sit: Seldom to occasional while on breaks while on raised stool in Cashier and Property areas during slow periods, and on raised stool in Reception area while using computer and answering telephones (up to 30 minutes at one time); seldom on breaks while working in Commissary and Maintenance.

Stand: Frequently (4-5 hours per 8 hour shift) while collecting property from officers, inventorying materials, distributing commissary items, cashiering, opening doors in reception area.

Walk: Occasionally up to 10-20 feet over uncarpeted concrete flooring in Cashier and Property rooms to retrieve inmates' property, up to 10 feet in Reception to operate electronic door console and fax and copy machines and retrieve supplies; frequently with varying distances up to 100 feet within facility in working Commissary while collecting and distributing orders, and varying distances in Maintenance inventorying supplies.

Lift: Frequently up to 10 lb. (all areas); various inmate property such as jewelry, clothing, and money, paperwork, paper items, and supplies and materials; occasionally up to 30 lb; bulk commissary items, boxes of inmates' items for mailing, and miscellaneous inmates items such as backpacks.

Carry: Occasionally to frequently up to 10 lb. (all areas); various inmate property such as jewelry, clothing, and money, paperwork, paper items, and supplies and materials; occasionally up to 30 lb; bulk commissary items, boxes of inmates' items for mailing, and miscellaneous inmates items such as backpacks varying distances from 5-100 feet over uncarpeted concrete flooring

Bend/Stoop/Kneel/Crawl: Occasionally to frequently (Bend/Stoop) to access property in Cashier and Property areas, various supplies in Commissary and Maintenance.

Reach: Above Shoulder Level: Frequently (all areas) from shoulder to 82 inches; access property bags on racks in Cashier and Property rooms, access bulk items in Commissary, and access various supplies in Maintenance and Reception.

At Shoulder Level: Occasionally to access shelves in Reception, access materials while standing at counters in Cashier and Property areas, and access shelves in Commissary and Maintenance.

Below Shoulder Level: Frequently (all areas) up to 82 inches; while performing all tasks.

Push/Pull: Occasionally with 4-wheel cart and hand truck up to 100 feet using up to approx. 30 lbs. of force.

Manual Dexterity: Frequently by grasping property bags, commissary items, and telephone receiver.

Fine Finger Manipulation: Occasionally to frequently, using computer and writing in Cashier, Property, and Reception areas.

Climb: Occasional - step stool to access property bags.

Working Conditions:

Inside 95 % **Outside 5 %** **Both**

Wet/Humid (contact with water or other liquids) **Yes** **No**

Fumes/Odors: N/A

Lighting Conditions: Adequate

Talking: Yes

Being around moving machinery: No

Noise/Vibration (sufficient to cause marked distraction): **Yes** **No**

Ventilation: Adequate

Work Surface (level, uneven): Level

Hearing: Yes

On-Site **Yes** **No**

FT **PT** **Seasonal**

DOT #: 209.562-010

This Job Analysis was modified by Anita Eakers, Personnel Officer, on 3/19/99.

Employee is medically released to fully perform the essential functions of this position on a reasonably continuous basis: _____
_____ (Start Date)

Employee is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the form:

Restrictions are temporary. Date temporary restrictions should be reviewed: _____

Restrictions are permanent. Effective date: _____

Comments:

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

Employee is not medically released to perform the essential functions of this position on a reasonably continuous basis:

Due to permanent restrictions. Due to temporary restrictions.

Comments:

This employee is permanently unable to perform any work on a reasonably continuous basis as a result of his/her medical condition. State date: _____

Additional information the employer should consider regarding this employee:

Physicians name: _____ **Phone/fax number:** _____
(Please print)

Physicians signature: _____ **Date:** _____

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO: Paula R. Seeger, Senior Human Resources Analyst, King County, Department of Adult and Juvenile Detention, fax # 206.205.5666. Phone contact can be made at 206.205.9517. Thank you!