

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Legal Administrative Specialist II

JOB CLASSIFICATION Legal Administrative Specialist II

DOT TITLE Legal Secretary (clerical)

DOT NUMBER 201.362-010

DEPARTMENT Judicial Administration

DIVISION Case Flow and Court Clerk Division

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 38

CONTACT'S NAME & TITLE Imelda Bacinillo, Judicial Services Supervisor II

CONTACT'S PHONE (206) 296-7867

ADDRESS OF WORKSITE

516 3rd Ave. Rm. E609
Seattle, WA 98104

VRC NAME Kyle Pletz

DATE COMPLETED 1/17/02

VRC NAME Jeff Casem

DATE REVISED 8/21/09

WORK HOURS

8:00-4:30 or 8:00-5:00, Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Optional up to 4-5 hours per week, based upon business demand.

JOB DESCRIPTION

Performs a variety of technical clerical support services which includes providing specialized, technical or program-specific information; interviewing internal and external customers to establish services needed; establishing and maintaining data; and composing, drafting and editing documents such as correspondence, contracts and legal documents.

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 judgment.
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

High school diploma or equivalent, demonstrated knowledge of court procedures and legal terminology. Must have proficiency in Microsoft Word, Access and Excel. Must have excellent customer service skills including effective listening and problem solving and ability to deal courteously, professionally and tactfully with the public. Must have the ability to prioritize workload, perform multiple tasks simultaneously, demonstrate excellent data entry skills, t, ability to work in a team environment, 2-years experience in a similar position or equivalent education and experience. Must have the ability to multitask including using multiple software programs at once. The employee must not have felony convictions in the last seven years.

ESSENTIAL FUNCTIONS

1. Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
2. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through legal files, contracts record, microfilm or computer files including customized database applications; enter, obtain and/or verify information obtained from legal documents following established clearly defined methods and court rules.
3. Interpret intent of legal documents and process timely pursuant to RCW's, court rules and department procedures.
4. Independently determine the effect of documents on case flow management and accurately record the information into a statewide computer database.
5. Determine appropriate workflow and process electronic images of legal documents.
6. Create programs with multiple software products to reduce keyboard strokes and increase efficiency.
7. Perform production typing and data entry of large volume of documents with high speed and accuracy.
8. Answer public inquiries and provide available assistance pursuant to court rules and department policy.
9. Interview internal and/or external customers, clients and other legal staff to establish program-specific documentation and/or identify services needed.
10. Perform light to moderate numerical calculations.
11. Maintain, inventory, order, collect and distribute supplies and/or equipment.
12. Compose, draft, type and/or word process, proofread and edit legal documents, contracts and/or correspondence to ensure conformity to the appropriate use of the English language and established procedures.
13. Accurately process mail or legal documents/legal files in a timely manner to meet court mandated deadlines; select mail to handle personally were the response requires a specialized knowledge of the assigned function; identify priority and/or time sensitive-matters; and maintain security and confidentiality.
14. May be assigned the orientation and/or training of co-workers.
15. May modify and update desk procedures that relate to assigned work.
16. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

17. Maintain, prepare and process documents, which involves knowledge of legal and regulatory requirements, proper format and content of documents and records.
18. Provide customer service at the front counter.
19. Stamp documents and then sorts the documents by placing them in to mail bins at various heights.

NON-ESSENTIAL FUNCTIONS

Lifting over 25 pounds.

OTHER TOOLS & EQUIPMENT USED

Computer, scanner, telephone, time stamp, documents, files, stapler, staple remover, rubber stamps, fax machine, cart, shredder, electronic documents, various court databases, court seal and copy machine.

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

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for up to 60 minutes at a time for up to 6.0 hours total in a work shift. Most commonly occurs while filing or examining the contents of files, using the copy machine and sorting documents as well as when providing customer service at the front counter.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for distances of up to 215 feet for up to 15 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while obtaining files and documents.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair or stool for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while performing data entry and providing customer service at the front counter as well as performing computer related duties such as using electronic court records programs.

Bending neck up

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 1.0 hours total in a work shift. Most commonly occurs while looking for items on upper shelves on in overhead bins.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time for up to 4.0 hours total in a work shift. Most commonly occurs while using hard copies for data entry, sorting documents and reviewing documents.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on flat, carpeted surfaces for up to 2 minutes at a time for up to 3 hours total in a work shift. Most commonly occurs while reviewing files, picking up files, sorting documents, placing/removing items on low shelves or performing filing duties.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 3.0 hours total in a work shift while reaching for files, documents or papers on upper shelves or in upper bins.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift. Most commonly occurs while reaching for papers, files, desk drawers, telephone, books, and papers as well as when sorting documents. The worker also extends the arms while performing computer-related duties.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for 3 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while reaching for papers, files, and desk drawers as well as when sorting and placing documents in to lower bins.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while reaching for papers, files, and desk drawers.

Lifting 1-25 pounds

Health Care Provider initials if restricted _____

Occasionally for 1 minute at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 5 pounds while picking up files and papers. The heaviest would be lifting a box of files or papers.

Carrying 1-25- pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 80 feet for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while transporting files to and from the work area. The heaviest would be moving a box of papers or files up to 25 pounds. Most commonly occurs once a week.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for up to 10 minutes at a time with a force of up to 25 pounds for up to 40 minutes total in a work shift while opening and closing desk drawers as well as when using a cart to collect and deliver documents.

Handling

Health Care Provider initials if restricted _____

Frequently for up to 3 minutes at a time for up to 1.5 hours total in a work shift while using a stapler, picking up books, using a seal, manipulating binder clips, tape dispenser, papers, and files.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift using the copy machine and using the computer mouse.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while counting papers, using a staple remover, writing, performing data entry, sorting documents, using the computer mouse and dialing numbers on the telephone. Amount of fingering may vary between hands due to hand dominance and workstation configuration.

Talking

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift while conversing with co-workers, superiors, customers at the front counter and talking on the telephone.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while conversing with co-workers, customers at the front counter and superiors as well as when talking on the telephone.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift using a personal computer and reviewing electronic documents (saved in visual format).

ENVIRONMENTAL FACTORS

Work is performed in an office setting with close proximity to other workers and cubicles. The employee also provides customer service to the general public, which can include potentially hostile persons, at the front counter.

The noise level is

Approximately 50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

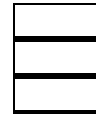
Work environment may include the following exposure(s):

Fumes: Rare

Odors: Occasionally

HCP Initials if Restricted

Dusts: Paper dust-often, very common
Moving mechanical parts: Rare
Vibration: Regular use of electronic file stamp



POTENTIAL MODIFICATIONS TO JOB

- Variation of tasks may help reduce the amount of continuous finger and hand movements.
- Use of an electric stapler.
- Use of padding on stamp handles.
- Use of padding in standing area.
- A document holder can be utilized to reduce bending the neck down.
- A telephone headset can be used to reduce handling and promote proper posture when talking on the telephone.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

- The employee is released to perform the described duties on a reduced schedule as of _____. 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