

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Police Records Specialist

**JOB CLASSIFICATION** Sheriff's Records Specialist

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 243.362-014

**DOT TITLE** Police Aide

**DEPARTMENT** Sheriff's Office

**DIVISION** Technical Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 11

**CONTACT'S NAME & TITLE** Ann Swartz, Records Unit Supervisor

**CONTACT'S PHONE** 206-205-0472

**ADDRESS OF WORKSITE**

KCC-SO-0100

516 3<sup>rd</sup> Ave.

Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 3/6/08

**VRC NAME** Jeff Casem

**DATE REVISED** 11/2/09

**WORK HOURS**

Core work hours are Monday through Friday 8:00am-5:00pm, with flexibility for bus/train schedules, etc.

Duties are rotated every twelve months into a new assignment.

**OVERTIME** Not required. (Note: Overtime requirements may change at the employer's discretion)

**JOB DESCRIPTION**

Provides a wide range of Sheriff's Office records services for a diverse group of internal and external customers. This position performs complex clerical and technical work with a great deal of independence. The responsibilities of this class include performing specialized law enforcement and other criminal justice records data entry, maintenance, verification and retrieval in response to internal and external customer requests; maintaining a database of gun transactions and specific crimes in support of federal and state laws.

**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**

- Knowledge of applicable federal and state laws and procedures regarding public disclosure, firearms, juvenile record seal and/or destroy and sex offender registration
- Knowledge of law enforcement and criminal justice information systems, including criminal history files, their content, purpose, and codes
- Knowledge of the varied/multiple agencies (local, state, national) responsible for maintaining/tracking criminal information who must be notified, including firearm transactions and other transactions that may require additional checks at state and federal levels
- Knowledge of general office procedures, principles and practices, including manual and electronic filing
- Knowledge of personal computer data entry protocols and computer query procedures using a variety of software applications such as the Microsoft Office Suite (Word, Access and Excel)
- Knowledge of basic math/arithmetic
- Skill in maintaining the confidentiality and integrity of sensitive criminal history information; providing reliable information to the public in a timely and confidential manner; and refraining from unlawful disclosure of confidential and sensitive data
- Customer service skills in person, or via mail, fax and telephone, using discretion, patience, etiquette, professionalism, and timeliness; working with a variety of individuals from diverse backgrounds
- Skill in following written directions and established protocols
- Skill in working with detail oriented records, codes and procedural steps and a very high volume of activity under the threat of federal and state audit/penalties for inaccurate records
- Skill in working independently, prioritizing work and meeting deadlines
- Oral and written communication skills
- Problem-solving and decision-making skills
- Level 1 ACCESS certification within six months of date of hire followed by recertification on set schedule as determined by Washington State Patrol

### **ESSENTIAL FUNCTIONS**

1. Register convicted sex offenders according to state law; enter data into and maintain sex offender database; provide answers to Sex Offender Registration Program questions; prepare billing form from monthly registration records listing information and totaling fees; forward bills to Budget and Accounting for processing; resolve billing errors or problems that may arise.
2. Receive various types of firearm license applications from a variety of applicants such as gun dealers, citizens, resident and non-resident aliens, and retired law enforcement personnel; process state license application; search multiple data bases to verify applicant eligibility and criminal history; notify applicants of the result of their application; forward information on alien firearm license applicants and concealed weapons permit/dealers licenses to the state Department of Licensing (DOL) and National Insta-Check System (NICS).

3. Validate National Crime Information Center (NCIC) data maintained on stolen vehicles, watercraft and securities, including contacting each victim and ensuring that computer information matches information in reports;
4. Validate National Crime Information Center (NCIC) data maintained on stolen and recovered firearms; including contacting each victim and ensuring that computer information matches the information in reports.
5. Receive and comply with court orders to seal and/or destroy juvenile court records; search multiple data bases and delete data in accordance with legal requirements.
6. Search multiple local, state and national criminal justice and law enforcement data bases and Sheriff's Office manual files in response to a variety of information verification requests received from law enforcement agencies, state/federal agencies, and citizens, such as documentation of an individual's previous criminal activity. Release of information is based on the type and purpose of the background check, and state law regarding rules of criminal history dissemination. Conduct record checks for other criminal justice agencies and the military; prepare appropriate and lawful disclosure of incident reports and follow-ups to citizens and other law enforcement criminal justice agency personnel;
7. Receive public disclosure requests submitted by a variety of sources such as insurance companies, attorneys, potential employers and the general public; compile documents and incident reports such as theft and traffic accident reports; prepare documents for public disclosure in compliance with a variety of state laws.
8. Accurately enter and retrieve complex information from various databases;
9. Electronically file case reports, follow-ups and other case related documents and scan handwritten documents and reports into document management system.
10. Prepare homicide files and other special retention cases for secure storage; maintain files including special retrieval requests;
11. Receive incoming records requests; sort and distribute to appropriate desk for processing,
12. May perform other duties as assigned including training coordination and preparation of training materials.
13. May take meeting minutes, and develop task outlines and proposals for procedures.

#### **OTHER TOOLS & EQUIPMENT USED**

Computer phone, fax machine, scanner, pen, pencil, shredder, Lektreiver (moving electronic file system), files, documents, typewriter, microfiche reader, 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 to Light**

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.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to Frequently on flat, carpeted or tile surfaces for up to 30 minutes at a time for up to 2-6 hours total in a work shift. Most commonly occurs while obtaining/replacing files, scanning/sorting mail and working at the front desk. The employee rotates between insurance, NCIC, crime victim compensation, juvenile seal, gun desk/CPL (concealed pistol license) and sex offenders every twelve months. Employee works at front customer service desk approximately two hours per day.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat, carpeted or tile surfaces for up to 200 feet at a time for up to 45 minutes total in a work shift. Most commonly occurs while traversing within the work area. The employee rotates duties between insurance, NCIC, crime victim compensation, juvenile seal, gun desk/CPL and sex offenders every twelve months. Employee works at front customer service desk approximately two hours per day.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair for up to 2 hours at a time for up to 6-7 hours total in a work shift. Most commonly occurs while performing computer work and talking on the telephone.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 2 feet for up to 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while using a stepstool to reach upper files.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on a stepstool to heights of up to 2 feet for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while using a stepstool to reach upper files.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 2 hours total in a work shift. Most commonly occurs while looking for files in upper areas of Lektreiver.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 15 minutes at a time for up to 3.5 hours total in a work shift. Most commonly occurs while recording information, reviewing documents and writing.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on flat carpeted surfaces for up to 30 seconds at a time for up to 30 minutes total in a work

shift. Most commonly occurs while reaching for items on lower shelves, in lower cabinets and archive boxes. The employee can alternate between kneeling and squatting in accordance with personal preference.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves, in lower cabinets and archive boxes. The employee can alternate between squatting and bending/stooping in accordance with personal preference.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves, in lower cabinets and archive boxes. The employee can alternate between kneeling and bending/stooping in accordance with personal preference.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10-15 minutes total in a work shift. Most commonly occurs while looking for files and materials in upper areas of Lektreiver or cabinets/shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive for up to 30 minutes at a time for up to 7 hours total in a work shift while typing, writing, performing computer duties, manipulating records/documents, etc.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 15 minutes total in a work shift while reaching for items and files in lower drawers or on lower shelves.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while reaching for items on lower shelves, in lower cabinets and archive boxes.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 1-4 pounds while manipulating a ream of reference materials, paper, mail, large files and toner.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-4 pounds while transporting files, ream of paper and reference materials. A cart is available to reduce carrying.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for up to 1 minute at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while manipulating a mail bin or archive box.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for distances of up to 200 feet for up to 2 minutes at a time for up to 5-10 minutes total in a work shift. Most commonly occurs with weights of 15-20 pounds while transporting a mail bin or archive box. A cart is available to reduce carrying.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 40 pounds while manipulating an archive box.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally with a force of 1-10 pounds for up to 2 minutes at a time for up to 30 minutes total in a work shift while opening/closing doors and drawers, pulling files and moving a cart.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & Highly Repetitive for up to 10 minutes at a time for up to 4 hours total in a work shift while manipulating large files, mail bin, binders, telephone receiver, cart and various office supplies. A headset can be used to reduce handling.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & Highly Repetitive for up to 1-2 minutes at a time for up to 4 hours total in a work shift while using a computer mouse.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 7 hours total in a work shift while writing, typing and manipulating documents.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive at a time with for up to 10 minutes at a time for up to 7 hours total in a work shift while providing customer service and the front desk, answering the telephone and when conversing with coworkers.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously & Highly Repetitive at a time with for up to 10 minutes at a time for up to 7 hours total in a work shift while providing customer service and the front desk, answering the telephone and when conversing with coworkers.

**Seeing**

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 providing customer service to the general public at the front desk, using a computer, reviewing documents and files, organizing records, completing forms etc.

**Working with Heightened Awareness**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while providing customer service to the general public at the front desk which may include potentially agitated, intoxicated, hostile, frustrated, aggravated, convicted felons or mentally ill persons.

**ENVIRONMENTAL FACTORS**

Work is performed in an office and front desk setting with continuous interacting with the general public who may be potentially agitated, intoxicated, hostile, frustrated, aggravated or mentally ill. The employee interacts with clients that may be sex offenders as well. Persons can also become hostile if they are denied a pistol permit. Emotional control and emergency response ability must be maintained at all times. There are no windows within the office area.

**The noise level is**

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

HCP Initials if Restricted

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**Work environment may include the following exposure(s):**

- Outside weather: Rare
- Fumes: Rare
- Odors: Frequently
- Dusts: Rare
- Moving mechanical parts: Occasionally

HCP Initials if Restricted


**POTENTIAL MODIFICATIONS TO JOB**

- A cart is available to reduce carrying.
- Headset to reduce handling.
- Anti-fatigue mats are at the front window and in front of Lektriever.

### 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.

\_\_\_\_\_  
Kyle Pletz, VRC, Vocational Consultant  
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