



Bock Consulting

Claimant:
Claim #:

April 8, 2005
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***CVAR: Staff Assistant II – Port of Seattle
DOT #219.362-010***

1,000 parking validations per month are issues/processed. To do this, the visitor/guest checks in at the front desk kiosk. 70 to 80 badges run through the electronic slider per day. Must be able to use the Intranet and the Internet. Desktop and check-in computers need to be logged off every night. Lock up doors on mezzanine level/lobby every night. Make sure calendars are up at each conference room door. Open 5 -0 pieces of mail per shift and locate where each needs to be delivered. Put packages that haven't been picked up during the day in the back copy room (for security reasons). Walk mail to different tenants of airlines if it miscellaneous comes to the Port.

Machinery, Tools, Equipment, Personal Protective Equipment:

Desk 30 inches, copy room 34 inches from the floor to the counters, additional 26 inches from the counter to the first shelf. Microsoft Office Software. Computer. Mouse. Miscellaneous office equipment.

Education / Training:

Minimum requirements: High school diploma or equivalent. Minimum two years of general office or customer service experience. Must possess accurate typing at 55 words per minute and be proficient with MS Outlook and Word. Some knowledge of MS Excel and Power Point preferred in an effort to help with conference coordinating.



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PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10-30% of the time)

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

STRENGTH: Sedentary Light Medium Heavy Very Heavy
Frequency Comments

Sitting	C	Usually work in pairs if need to use the restroom or take a break.	
Standing	F		
Walking	F		
Lifting (up to 10 pounds)	O-F	Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages, boxes, miscellaneous office supplies, etc. .	
Lifting (10 to 25 pounds)	S	Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages, boxes, miscellaneous office supplies, etc. .	
Carrying	O	Deliveries (UPS, FedEx, DHL, Fleetfoot, etc.). Letters, packages, boxes, miscellaneous office supplies, etc. Dolly/cart is available.	
Pushing/Pulling (Negligible)	F-C	Filing cabinets.	
Climbing Stairs/Ladders	N/A	Can walk stairs, but an elevator is available for each floor.	
Working at Heights/Balancing	N/A		
Bending at Waist	F	Copy machine, cupboards, and drawers.	
Driving	N/A		
Bending Neck	F	Greeting, announcing, incoming calls; headset can provided for telephone.	
Twisting at Waist	N/A		
Crouching/Kneeling	F	These can be done interchangeably with bending at the waist.	
Stooping	F	These can be done interchangeably with bending at the waist.	
Reaching	F-C	Phone, file cabinet, counter for badges.	
Repetitive Motion	N/A		
Handling/Grasping	C	<input type="checkbox"/> % Pinch Grasp	<input type="checkbox"/> % Whole Hand Grasp
Fine Finger Manipulation	F	For badges.	
Talking	C		
Hearing	C		
Seeing	C		
Writing	O	Taking phone notes, drafting lists, ordering supplies	
Keyboarding	F-C	30 minutes at a time throughout shift. E-mails (Updating calendars & schedules), information hub memos, process paperwork, data entry, print out calendars, Office Max orders on-line.	



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The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. 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 when reporting physical demand frequencies.

Analysis was done on the job site? Yes No

Job Analysis Reviewed By:

Valerie Johnson, Administrative
Supervisor (Aviation Director's Office)

Completed by Vocational Provider Craig Bock, M.A., CRC (Provider #9281)

Date 4/8/05 Signature of Vocational Provider 



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FOR PHYSICIAN'S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent
- The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent

COMMENTS:

Date _____ Physician's Signature _____

Physician's Name Printed _____

PLEASE RETURN COMPLETED FORM TO: Port of Seattle
Fax: (206) 787-3406
Phone: (206) 787-3052