



Job Analysis

Job Title: PCS Administrative Assistant **Worker:** _____
DOT Number: 209.562-010 **Claim Number:** _____
Employer: Port of Seattle **Employer Phone #:** 206-787-5831
Employer Contact: Terry Dix **Date of Analysis:** June 22, 2013

Job of Injury
 Previous Job
 New Job
 8 Hours Per Day
 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills

The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port:

- 1) Aviation Division
- 2) Capital Development Division
- 3) Corporate Division
- 4) Real Estate Division
- 5) Seaport Division



This job analysis is for a member of the Capital Development Division. PCS employs tradesmen and provides small works construction services to the Aviation, Marine, and Real Estate Divisions at the Port of Seattle. The PCS offices are located in the Air Operation Building at SeaTac Airport. This job analysis was developed for employees working in the position of Administrative Assistant in PCS.

Assigned Tasks

- Code invoices received from vendors. Enter invoices into the Project Management Information System ("PMIS"). Distribute invoices to the Construction Managers.
- Search the PMIS to locate invoices to answer questions as needed.
- Work with vendors on the telephone to request invoices and answer questions regarding received invoices.
- Unpack and organize office supplies in the supply room.
- Operate and maintain copy and fax machines. Replace toners and drums, and fill machines with paper when necessary. Coordinate maintenance with vendors when necessary.
- Sort, organize, and distribute mail. Mail is placed in a bank of mailboxes located in the supply room, as well as distributed to individual offices.
- Copy documents as requested. File documents. Send and distribute faxes.
- Deliver documents and other items to other Port of Seattle offices (using Port vehicles).
- Assist in data entry on an as needed basis. For example, entering contract numbers in the PMIS.
- Maintain a safe and clean office environment.
- Hang posters in and around the PCS office.
- Move files and other materials from one office/location to another.

Skills and Abilities

- Pay attention to detail.
- Be responsive and flexible.
- Take responsibility for own actions.
- Have a great attitude and enthusiasm for assigned tasks. Take pride in work.

Job Analysis: PCS Administrative Assistant
DOT#: 209.562-010

- Perform tasks above the accepted level.
- Have the ability to work well within a team environment, but also be self-motivated to accomplish tasks independently.
- Set goals for performance and focus on results.
- Use resources in an economical and efficient manner.
- Create a safe work environment and develop safe work practices.
- Ability to communicate well in English (both oral and written).

Machinery, Tools, Equipment, Personal Protective Equipment

Desk, chair, work tables computer and peripheral equipment, telephone, copier, fax machine, file cabinets, storage units and shelves, general office supplies including paper, file folders, binders, tape, paper clips, boxes, stapler, hole punch, document organizer, date stamp, hand truck, PCS vehicles.



Education / Training

High school graduate or equivalent preferred. Typing and basic computer skills required. Prior office work experience or educational equivalent preferred. Familiarity with Microsoft Office applications including Word and Excel preferred. PMIS can be learned on the job. Valid current driver's license required.

Per the Dictionary of Occupational Titles (DOT)

209.562-010 General Office Clerk

Specific Vocational Preparation (SVP)

3 (one to three months)



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Job Analysis: PCS Administrative Assistant
DOT#: 209.562-010

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions	
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	
Comprehension	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Frequently
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Occasionally
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Frequently
Memorizing facts or sequences.	Frequently
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Frequently
Learning	
Effectively learning and mastering information from classroom training.	Rarely
Effectively learning and mastering information from on-the-job training.	Occasionally
Learning from past directions, observations, and/or mistakes.	Occasionally
Using common sense in routine decision making.	Continuously
Recognizing and anticipating potential hazards and taking precautions.	Occasionally
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Occasionally
Determining and following precise sequences.	Frequently
Coordinating and compiling data and information.	Frequently
Analyzing, synthesizing data and information.	Frequently
Tasking and Planning	
Performing repetitive or short-cycle work.	Frequently
Working under specific instructions.	Frequently
Completing complex tasks.	Occasionally
Directing, controlling, or planning for others as necessary for basic tasks.	Occasionally
Directing, controlling, or planning for others as necessary for complex tasks.	Occasionally
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Frequently
Use Appropriate Behavior for Professional Work Environment	
Receiving criticism and accepting limits appropriately.	Occasionally



CLAIMANT:
CLAIM #:

Job Analysis: PCS Administrative Assistant
DOT#: 209.562-010

Maintaining emotional control and organization under increased stress.	Continuously
Maintaining socially appropriate affect, temperament, and behavior.	Continuously
Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously
Working independently and/or unsupervised.	Continuously
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations.	Occasionally

Frequency Designations	
Required	
Beneficial	
Not Necessary	
Maintaining Attendance and An Assigned Work Schedule	
Maintaining predictable and reliable attendance each work shift.	Required
Being punctual.	Required
Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Required
Adjusting to a flexible schedule of work days and or shifts.	Beneficial



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PHYSICAL DEMANDS

Constant: Constant (Over 70% of the time) Frequent: Frequent (30%-70% of the time) Occasional: Occasional (10-30% of the time) Seldom: Seldom (1-10% of the time) WNL: Within Normal Limits (talking, hearing, etc.) N/A: Not Applicable						
STRENGTH:	<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy	
Action	Frequency		Comments			
Sitting	F-C		May spend 80+% of the day sitting while work or at a computer.			
Standing	O		Make copies, talk with coworkers, clean kitchen, gather and distribute mail.			
Walking	O		Walk to copier and fax machines.			
Lifting (up to 10 pounds)	F		Invoices, mail, files, documents (2-4#), coffee can (3#), 1-2 reams of paper (4.5# each), box with toner cartridge (7-8#), coffee pot, keys, cell phone.			
Lifting (11 to 25 pounds)	S		Box of documents (can be limited by the worker to a comfortable weight). Carton of paper, delivered by vendor directly to the supply room, (24# at 5 reams per box). Carton may be opened where delivered, and lift and store each ream of paper individually.			
Lifting (26 to 50 pounds)	N/A					
Lifting (50 to 75 pounds)	N/A					
Lifting (75 to 100 pounds)	N/A					
Carrying (up to 10 pounds)	F		Invoices, mail, files, and other documents (2-4#), coffee can (3#); 1-2 reams of paper (4.5# each), boxes containing toner cartridges to copiers and fax machines (7-8#).			
Carrying (11 to 25 pounds)	S		Box of documents (can be limited by the worker to a comfortable weight). Hand trucks are available.			
Carrying (26 to 50 pounds)	N/A					
Carrying (50 to 75 pounds)	N/A					
Carrying (75 to 100 pounds)	N/A					
Pushing/Pulling (up to 10 pounds of force)	O		Open copy machine paper drawers, open and close file drawers.			
Pushing/Pulling (10 to 20 pounds of force)	N/A					
Climbing Ladders/Stairs	S-O		Employee can use stairs or elevators depending on building location.			
Working at Heights/Balancing	N/A					
Bending at Waist	F		While working at the main work surface in the supply room (36" high), stock supplies stored below waist level, load paper in copiers and fax machines, pick up files from chair in work area for copying, getting into and out of Port vehicles.			



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DOT#: 209.562-010

Twisting at Waist	S-O	Answer phone, move papers into and out of copier, talking with co-workers. In general, twisting can be significantly reduced by worker's efforts to move his/her feet while working.
Bending Neck	C	Keyboarding, make copies, stock supplies in supply room, make coffee, clean kitchen, talking with coworkers.
Reaching (up to shoulder level)	F	Stock office supplies in storeroom, pick up ream of paper to restock copiers and fax, reach into copiers to clear jams, keyboarding, place mail in mailboxes.
Reaching (over shoulder level)	S	Stock office supplies in storeroom, organize storeroom, place mail in mailboxes (up to 72" high).
Stooping	N/A	
Kneeling/Squatting	O	Load copier with paper
Crawling	N/A	
Repetitive Motion	O	Keyboarding
Handling/Grasping	C	50% pinch grasp; 50% whole hand grasp.
Fine Finger Manipulation	F	Keyboarding, controls on copier, staple remover, date stamping received documents.
Driving	S	PCS vehicles between buildings
Foot Controls	S	PCS vehicle
Talking	F	Communicating with supervisors and coworkers.
Hearing	F	Communicating with supervisors and coworkers.
Seeing	C	Visual abilities are important in this position.
Writing	S-O	Depends on assigned task.
Normal Job Site Hazards	S	Driving PCS vehicle
Expected Environmental Conditions	-	Work is generally performed inside a temperature controlled office environment. May be exposed to weather when walking to and from PCS vehicle and building to deliver documents and packages to other Port offices.

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Analysis Reviewed By	Terry Dix
Date	June 22, 2013
Completed by Vocational Provider	Nicki Gorski VRC CDMS
Signature of Vocational Provider	<i>Nicki Gorski</i>



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY	
<input type="checkbox"/>	The injured worker can perform the physical activities described in the job analysis and can return to work on _____.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent
<input type="checkbox"/>	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): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent

COMMENTS

Physician's/Evaluator's Name (printed) _____

Physician's/Evaluator's Signature _____

Date _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:
Port of Seattle Health and Safety Department at (206) 787-3406