

ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Administrative Specialist (Jail)

I verify that the following information accurately describes the essential functions of the job listed.

Angela Wollenhaupt  Jail Administrator
Supervisor Name: Print and Sign Title: Print

1. **General Purpose of the Work:**

Under general supervision, performs skilled administrative and/or program support work in a department, division, program, or other work unit within County government. Typical duties include: prepares and maintains a variety of detailed records, reports and files, collects and disseminates data and information, responds to customer/client concerns and questions, performs basic cash management functions, assists staff with programs and projects, provides information, solves problems, responds to inquiries and performs related work as required.

2. **Major tasks that are performed as part of the position:**

Daily Duties:

1. Performs all functions of Administrative Assistant.
2. Performs basic cash handling tasks and transactions and maintains account records which may include expenditures, collections, or budget information.
3. Prepares, researches, analyzes, and organizes information to produce a variety of documents, reports, informational materials, statistics, or other materials for the department.
4. Creates, updates, and maintains a variety of spreadsheets, databases, and applications; prepares reports, tables, and charts.
5. Evaluates, establishes, and maintains complex files and filing systems pertaining to the area of responsibility.
6. Identifies, responds to, and resolves inquiries and issues utilizing knowledge of the department programs and operations.
7. Provides information and assistance to customers, clients or staff regarding department programs and/or requirements, operations, policies and procedures.
8. Organizes and schedules meetings or events including meeting room set-up, technology, communication etc.
9. Identifies and resolves basic problems and refers more complex questions or concerns to appropriate staff.
10. Establishes and maintains effective, professional, positive, and respectful working relationships and communicates internally, with other County Departments/Divisions, clients/customers, outside agencies, and the general public.

Regular Periodic Duties: Monthly reports as assigned; all Jail clerical positions are cross-trained to provide coverage for others.

Occasional or Infrequent Duties: Special projects as directed.

ADA Essential Functions Worksheet

3. **Machines or equipment used in performing the essential functions of the job:**

Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs; printers, fax, laminator, video visitation equipment, phones, and other basic office equipment.

4. **Does the position require the ability to work any shifts and/or day? Specify.**

An Administrative Assistant is regularly assigned to work one of the three work shifts; depending on work assignment, it may consist of a M-F schedule, or alternate schedule involving a combination of weekday and weekend days.

5. **Physical Demands and Work Conditions:**

Complete the following activities list identifying the physical demands of the job and the work conditions under which the work is performed.

Assess the amount of time required to perform those activities or work under the conditions identified.

Use the criteria listed below to determine the amount of time each day.

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

SITTING		X		X	
STANDING		X	X		
LIFTING					
0 – 20 lbs. (light)		X	X		
21 – 50 lbs. (moderate)	X				
51 – 100 lbs. (heavy)	X				
100 lbs. (very heavy)	X				
Maximum Lift: 200 lbs.	X				
Lifting from Arm Level		X	X		
Lifting from Floor Level		X	X		
PUSHING					
Light objects		X	X		
Medium objects	X				
Heavy objects	X				
On/off elevator		X	X		
Up/down incline		X	X		
REPETITIVE MOTIONS					
PULLING					
Light objects		X	X		
Medium objects	X				
Heavy objects	X				
On/off elevator		X	X		
Up/down incline		X	X		
WALKING					
On smooth surface		X	X		
On uneven surface	X				
Up/Down Stairs		X	X		
RUNNING					
On smooth surface	X				
On uneven surface	X				
Up/Down stairs	X				

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

REPETITIVE MOTIONS Continued					
CLIMBING					
Stairs		X	X		
Ladders	X				
Inclines	X				
Scaffolds	X				
AGILITY					
BALANCE		X			X
REACHING					
Below shoulder		X	X		
Above shoulder		X	X		
TRUNK MOVEMENT					
Rotation		X	X		
Bending forward		X	X		
Bending back		X	X		
Bending to side		X	X		
Bending down		X	X		
LOW LEVEL WORK					
Crawling	X				
Kneeling	X				
Squatting	X				
HAND/FINGER DEXTERITY:					
Fine Finger Movements		X		X	
Unilateral		X	X		
Bilateral		X		X	
Speed is vital	X				
Hold/manipulate small objects		X		X	
CARRYING OBJECTS					
On smooth surface		X		X	
On uneven surface	X				
Up/down stairs	X				
Up ladders or stools		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

AGILITY Continued

DRIVING					
Class "D" driver's license needed (i.e., regular driver's license)	X				
Commercial Driver's License Needed (specify class _____)	X				
VISION					
Near vision acuity		X			X
Far vision acuity		X		X	
Vision – Color Identification		X		X	
Vision – Depth Identification		X		X	
Talking in Person		X		X	
Talking via Phone or On Radio		X		X	
Hearing in Person		X		X	
Hearing via Phone or On Radio		X		X	

WORKING CONDITIONS

Inside		X			X
Outside	X				
Work with others		X		X	
Work alone		X	X		
Work near others		X		X	
Cramped workspace (limits motion)		X	X		
Toxic Chemicals	X				
Dusts	X				
Vapors / Fumes	X				
Heat	X				
Cold	X				

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

WORKING CONDITIONS Continued					
Noise		X	X		
Vibration	X				
Radiation	X				
Computer Work		X			X
Pathogens/blood and body fluids	X				
Respirator Use – Specify (SCBA)	X				
Reach behind the back (both arms/hands)	X				
Harness on shoulders (both arms/hands)	X				
Pull 30 lb. SCBA off the wall station (both arms/hands)	X				
Cinch shoulder harnesses (both arms/hands)	X				
Cinch waist belt (both hands)	X				
Reach behind the back/turn resp. valve (right arm/hand)	X				
Reach behind the head – secure mask straps (both hands)	X				
Breathe through positive pressure mask	X				
Maintain 30 lb. SCBA in place on back for duration of emergency situation	X				
Gas Mask –if on CERT Team	X				
WORK HOURS					
Regular Overtime Required		X	X		