

ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Administrative Assistant (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 close supervision, performs a broad variety of clerical and administrative support work in a department, division, program, or other work unit within County government. Typical duties include greeting visitors, answering and directing calls, providing customer service, preparing communications, preparing, organizing, and maintaining records, reports and files, assists with projects, responds to the public, and performs related work as required.

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

Daily Duties:

1. Greets and assists customers, in person, by telephone or other methods to provide information, answer questions, or directs to appropriate staff.
2. Prepares a variety of routine documents, correspondence, memorandums, and reports; designs, formats, proofreads, and edits letters, memos, reports, brochures, newsletters, and other materials for the department.
3. Performs data entry, maintains and updates electronic files and databases.
4. Receives, records and processes payments, balances cash drawer daily, and prepares related reports.
5. Monitors, maintains and orders office supplies, maintains equipment, and maintains repair and maintenance records on equipment.
6. Organizes and maintains files and file systems, scans documents, records and reports, copies materials, files paper and/or electronic information and distributes documents as necessary.
7. Receives, sorts, processes, and distributes incoming mail and prepares and processes outgoing mail.
8. Maintains department/division calendar, schedules appointments and meetings including meeting room reservations, orders food and makes arrangements for audio/visual equipment or other set-up needs.
9. Establishes a variety of files based on established guidelines, files and retrieves materials, archives and manages department records.
10. Handles confidential or sensitive information and documents.
11. Adheres to County policies, procedures, and federal, state, and local regulations.
12. Provides assistance to other support staff.
13. Establishes and maintains effective, professional, positive, and respectful working relationships and communications internally, with other County Departments/Divisions, clients/customers, outside agencies, and the general public.

Regular Periodic Duties: All Jail clerical positions are cross-trained to provide coverage for others.

Occasional or Infrequent Duties: Special projects as directed.

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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	X		
51 – 100 lbs. (heavy)		X	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	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		
REPETITIVE MOTIONS					
PULLING					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	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				

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	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		