

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA										
Job Title:	Administrative Technician					Position Number(PCN):	B.000572.3			
Div./Office:	CWA 020 Commonwealth's Attorney	Approver's Name								
Date of Last Update:	March 18, 2024	Approver's Title								
Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent										
Safety Sensitive:	No	Child Protective Services (CPS) Background:	No	VCIN Background:	Yes					
CJS Certification:	Yes	PREA Certification:	No	Subject to Barrier Crime Provisions:	No					
REQUIREMENTS										
FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.										
Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.										
Physical Demands				Working Conditions						
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration			
Standing		Occasional	Short	Working Outside: in all weather conditions			N/A	N/A		
Walking		Occasional	Short	Working Alone: out of communication w/others			N/A	N/A		
Sitting		Frequent	Substantial	Extreme Temperatures	N/A	N/A	N/A			
Reaching	Lower than shoulder level	Occasional	Short	Extreme Wetness			N/A	N/A		
Lifting	Up to 10 lbs.	Occasional	Short	Extreme Dryness			N/A	N/A		
Carrying	Weight: Up to 10 lbs.	Occasional	Short	Exposure to Traffic	N/A	N/A	N/A			
	Distance: Up to 25 ft.	Occasional	Short							
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace			N/A	N/A		
	Up to 25 lbs.	Occasional	Short	Confined Space- Permit REQUIRED			N/A	N/A		
Pulling	Estimated weight-resistance equivalency			Working Below Ground			N/A	N/A		
	Up to 25 lbs.	Occasional	Short	Working at Heights (ft.)	N/A	N/A	N/A			
Working Overhead	N/A	N/A	N/A	Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A			
	Weight: N/A	N/A	N/A							
Climbing Stairs		N/A	N/A	Vibrations	N/A	N/A	N/A			
Climbing Ladders		N/A	N/A							
Balancing		N/A	N/A		Body area(s):	Ex- Trunk, shoulders, arms, and hands.				
Stooping		Occasional	Short	Dust / Dirt / Particulate			N/A	N/A		
Kneeling/Squatting		Occasional	Short	Radiation			N/A	N/A		
Bending		Occasional	Short	Silica/Fiberglass			N/A	N/A		
Crawling		N/A	N/A	Asbestos			N/A	N/A		
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A	Aerosols & Gases	N/A	N/A	N/A			
Trunk Strength: Use of abdominal and lower back muscles.	N/A	N/A		Hazardous Materials /Chemicals			N/A	undefined		
								undefined		
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.	N/A	N/A		Petroleum Products	N/A	N/A	N/A			
Repetitive Limb Movement	Fingers/Wrist	Frequent	Moderate	Electrical Hazard			N/A	N/A		
	Arm/Shoulder	Frequent	Short	Fire Hazard			N/A	N/A		
Dexterity	Use of computer keyboard	Frequent	Substantial	Infectious Diseases Exposure Type(s):	N/A	N/A	N/A			
	Handwriting	Frequent	Short							
Repetitive Twisting	Wrist/Elbow	Frequent	Short	Symbols:	Ex- Repair sewer pipes; empty residence trash cans.					
	Shoulder	Frequent	Short		< equal to or less than	< less than				
Awkward Positions & Motions	N/A	N/A	N/A		> equal to or greater than	> greater than				

Sensory Demands					Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration		Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	N/A	N/A		Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	N/A	N/A		Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A					
Touch	N/A	N/A	N/A		Hours Worked	More than 40 hours/week	Seldom	
						More than 8 hours/day	Seldom	
Voice	One-on-One	N/A	N/A					
					Telework Eligible	Yes		
Personal Protective Equipment (PPE)					Equipment Operation & Use			
Category	Type	Frequency	Duration		Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A		Motor Vehicles	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A		Heavy Equipment	N/A	N/A	N/A
Hearing Protection	N/A	N/A	N/A		Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A					
Hand Protection	N/A	N/A	N/A		Hand-Held Power Tools	N/A	N/A	N/A
Foot Protection	N/A	N/A	N/A		Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A		Office Machines & Equipment	Computer	Frequent	Substantial
						Printer/Copier/Fax	Occasional	Short
Operator License					Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type				VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	N/A							
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:								

Mental Requirements	
Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.	
1 Comprehend Verbal Communication - Understand information and directions which are provided verbally	
Job requires the ability to understand and follow:	
Detailed information from a supervisor, a customer, or trainer/instructor which is necessary to the successful performance of job duties.	
2 Communicate Orally - Verbally express thoughts and directions	
Job requires:	
Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.	
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.	
Job requires ability to comprehend:	
Step by step written instructions where guidance and clarification are typically available.	
4 Written Communication Skills - Express thoughts and directions in writing	
Job requires:	
Preparation of written information providing specialized information in the form of a letter, memo or report.	
5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks	
Job requires ability to adhere to work schedule:	
In moderately paced environment with some unexpected assignments.	
6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments	
Job requires ability to perform:	
A variety of tasks at the fully functional independent level.	
7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job	
Job requires interaction:	
With others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services.	
8 Decision Making & Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts	
Job requires:	
Some decision making in duties such as troubleshooting where observation/judgement occurs and then a selection is made from a number of possible options for resolution.	
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties	
Job requires the ability to:	
Remember detailed methods and procedures and apply them to work being performed.	
10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads	
Job requires flexibility and willingness:	
To adjust normal schedule or assume responsibility for tasks outside the normal set of duties.	
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	
Job tasks are:	
Varied and typically short in duration requiring only limited focus. Lapses may result in operational or production delays.	
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks	
Job tasks:	
Involve numerous calculations, extensive data entry, or are manual but varied and require considerable skill. Inattention to detail could result in misleading reports or operational delays.	
13 Reaction Time - Describes work that requires an immediate response or decision	
Job requires the ability to:	
Provide an immediate response/decision to maintain normal daily operations, procedures or processes. Delays occur if response is not timely.	
14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group	
Job requires:	
No supervision or management of staff.	
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	
Job requires:	
Little to no cooperation from co-workers or citizens to accomplish assigned tasks.	
16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers	
Job requires the ability to:	
Tolerate typical work stressors such as deadlines or conflict and maintain composure.	