

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA										
Job Title:	Associate City Attorney					Position Number(PCN):	B.005049			
Div./Office:	CAD 010 City Attorney		Approver's Name							
Date of Last Update:	September 25, 2023		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:	No
CJS Certification:			No		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	Moderate	Working Outside: in all weather conditions			N/A	N/A	
Walking			Occasional	Moderate	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	N/A		N/A	N/A	Extreme Dryness			N/A	N/A	
	Weight:	Up to 10 lbs.	Occasional	Short	Exposure to Traffic	N/A		N/A	N/A	
Carrying	Distance:	Up to 10 ft.	Occasional	Short	Congested Area/Workspace			N/A	N/A	
	Estimated weight-resistance equivalency			N/A	N/A	Confined Space- Permit REQUIRED			N/A	N/A
Pushing	Estimated weight-resistance equivalency			N/A	N/A	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	
	Weight:	N/A	N/A	N/A	Vibrations			N/A	N/A	
Climbing Stairs	N/A		N/A	N/A	Body area(s):			Ex- Trunk, shoulders, arms, and hands.		
Climbing Ladders	N/A		N/A	N/A	Dust / Dirt / Particulate			N/A	N/A	
Balancing	N/A		N/A	N/A	Radiation			N/A	N/A	
Stooping	N/A		N/A	N/A	Silica/Fiberglass			N/A	N/A	
Kneeling/Squatting	N/A		N/A	N/A	Asbestos			N/A	N/A	
Bending	N/A		N/A	N/A	Aerosols & Gases	N/A		N/A	N/A	
Crawling	N/A		N/A	N/A	Hazardous Materials /Chemicals			N/A	undefined	
Explosive Strength: Short bursts of muscle force to propel oneself.			N/A	N/A	Petroleum Products			N/A	N/A	
Trunk Strength: Use of abdominal and lower back muscles.			N/A	N/A	Electrical Hazard			N/A	N/A	
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A	Fire Hazard			N/A	N/A	
Repetitive Limb Movement	Fingers/Wrist		Constant	Substantial	Infectious Diseases Exposure			N/A	N/A	
					Type(s):			Ex- Repair sewer pipes; empty residence trash cans.		
Dexterity	Use of computer keyboard		Constant	Substantial	Symbols:			< equal to or less than	< less than	
	Handwriting		Frequent	Substantial				> equal to or greater than	> greater than	
Repetitive Twisting	N/A		N/A	N/A						
Awkward Positions & Motions	N/A		N/A	N/A						

Sensory Demands				Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	Constant	Long	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Constant	Substantial	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	Frequent	
					More than 8 hours/day	Frequent	
					More than 5 consecutive days	Frequent	
Voice	Speaks to groups	Frequent	Long	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	Sedan/Pickup/Van	Occasional	Short
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	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-Held Power Tools	N/A	N/A	N/A
Hand Protection	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	Constant	Substantial
					Printer/Copier/Fax	Occasional	Moderate
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		
	Standard Driver's License						
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:	Voice- Presentations -Frequent/Long						

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:
Complex information where interpretation of vision and strategy is required to develop policy and/or course of action.
2 Communicate Orally - Verbally express thoughts and directions
Job requires:
Communicating complex or sensitive information where persuasion, tact, and negotiation are required.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
Job requires ability to comprehend:
Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires:
Providing complex written information where negotiation and persuasion are required.
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 a fast paced environment where much of the work is new and nonrecurring.
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 complex tasks with little predictability as to their occurrence; tasks which are unlikely to reoccur.
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 individuals or groups to collaborate on detailed, sensitive, or highly technical issues or projects.
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:
Substantial reasoning and decision making. Research and evaluation are conducted, broad theories and principals are applied to the development of a recommended solution.
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties
Job requires the ability to:
Memorize complex procedures, policies, and laws, and recall and apply to difficult issues or develop innovative strategies or work products.
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 change complex procedures to accommodate requirements of higher authorities.
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties
Job tasks are:
Varied, lengthy, and require considerable focus. Lapses may result in injury or legal or financial liability.
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks
Job tasks:
Involve numerous and various details, some of which have subtle differences, that require continuous and close attention to detail to facilitate accuracy of outcome. Inattention to detail could result in legal or financial liability.
13 Reaction Time - Describes work that requires an immediate response or decision
Job requires the ability to:
Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability.
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:
Obtaining support from other work groups to accomplish objectives.
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 highest levels of stress resulting from complex situations; requires maintaining personal composure and initiating remedial action to alleviate stress for others.