

| PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA | | | | | | | | | |
|--|---|---------------|---|--------------------|---|--------------------------------------|--|----------------|-----------|
| Job Title: | Clerk | | | | | Position Number(PCN): | B.007608 | | |
| 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 | |
| CJIS 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 |
| | 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 |
| 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 | | Ex- Repair sewer pipes; empty residence trash cans. | | | | |
| | Shoulder | Frequent | Short | | Symbols: | < 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 | | | | | |
| | | | | | | | | |
| | | | | | Hours Worked | More than 40 hours/week | Seldom | |
| Touch | N/A | N/A | N/A | | | More than 8 hours/day | Seldom | |
| | | | | | | | | |
| | | | | | Telework Eligible | No | | |
| Voice | One-on-One | N/A | N/A | | | | | |
| | | | | | | | | |
| 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-Held Power Tools | N/A | N/A | N/A |
| | | | | | | | | |
| | | | | | | | | |
| Hand Protection | N/A | N/A | N/A | | Hand Tools and Instruments | N/A | N/A | N/A |
| | | | | | | | | |
| | | | | | | | | |
| Foot Protection | N/A | N/A | N/A | | Office Machines & Equipment | Computer | Frequent | Substantial |
| | | | | | | Printer/Copier/Fax | Occasional | Short |
| | | | | | | | | |
| Body, Arm, and Leg Protection | N/A | N/A | N/A | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 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: | |
| Communicating specialized information to co-workers, supervisors or customers. | |
| 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: | |
| Ability to prepare basic written information and relay it to others using a basic format such as a form or email. | |
| 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 the work is predictable. | |
| 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: | |
| Little independent decision making. Established methods and procedures are followed and close supervision is present. | |
| 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. | |