

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Assistant Commonwealth's Attorney					Position Number(PCN):	B.007969		
Div./Office:	CWA 020 Commonwealth's Attorney	Approver's Name							
Date of Last Update:	February 22, 2024	Approver's Title							
<b>Fields to the right (Y/N): The position's status AND if the background check must be passed by the incumbent</b>									
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	Element	Condition/Level/Value
Standing		Occasional	Moderate	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	N/A	N/A	N/A	Extreme Wetness		N/A	N/A		
Lifting	N/A	Occasional	Short	Extreme Dryness		N/A	N/A		
Carrying	Weight:	N/A	Occasional	Exposure to Traffic	N/A	N/A	N/A		
	Distance:	N/A	Occasional	Short					
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace			N/A	N/A	
	N/A		Occasional	Short	Confined Space- Permit REQUIRED			N/A	N/A
Pulling	Estimated weight-resistance equivalency			Working Below Ground			N/A	N/A	
	N/A		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		Occasional	Short	Vibrations	N/A	N/A	N/A	N/A	
Climbing Ladders		N/A	N/A		Body area(s):	Ex- Trunk, shoulders, arms, and hands.			
Balancing		N/A	N/A	Dust / Dirt / Particulate		N/A	N/A		
Stooping		N/A	N/A	Radiation		N/A	N/A		
Kneeling/Squatting		N/A	N/A	Silica/Fiberglass		N/A	N/A		
Bending		N/A	N/A	Asbestos		N/A	N/A		
Crawling		N/A	N/A	Aerosols & Gases	N/A	N/A	N/A		
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A	Hazardous Materials /Chemicals		N/A	N/A		
Trunk Strength: Use of abdominal and lower back muscles.		N/A	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	Substantial	Electrical Hazard		N/A	N/A		
				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	Substantial		Ex- Repair sewer pipes; empty residence trash cans.				
Repetitive Twisting	N/A	N/A	N/A	Symbols:	< equal to or less than		< less than		
					> equal to or greater than		> greater than		
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	N/A	N/A	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Frequent	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	
Voice	One-on-One	Frequent	Substantial		More than 8 hours/day	Frequent	
					More than 5 consecutive days	Seldom	
				Telework Eligible	No		
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
Respiration Protection	N/A	N/A	N/A	Heavy Equipment	N/A	N/A	N/A
Hearing Protection	N/A	N/A	N/A				
Head Protection	N/A	N/A	N/A	Other Equipment or Machinery	N/A	N/A	N/A
Hand Protection	N/A	N/A	N/A		Hand-Held Power Tools	N/A	N/A
Foot Protection	N/A	N/A	N/A	Hand Tools and Instruments		N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A		Office Machines & Equipment	Computer	Frequent
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:							

**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.**

<b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>
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.
<b>2 Communicate Orally - Verbally express thoughts and directions</b>
Job requires: Communicating complex or sensitive information where persuasion, tact, and negotiation are required.
<b>3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.</b>
Job requires ability to comprehend: Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance.
<b>4 Written Communication Skills - Express thoughts and directions in writing</b>
Job requires: Providing complex written information where negotiation and persuasion are required.
<b>5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks</b>
Job requires ability to adhere to work schedule: In a fast paced environment where much of the work is new and nonrecurring.
<b>6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments</b>
Job requires ability to perform: A variety of tasks at the specialist or leader level.
<b>7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job</b>
Job requires interaction: With individuals or groups to collaborate on detailed, sensitive, or highly technical issues or projects.
<b>8 Decision Making &amp; Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts</b>
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.
<b>9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties</b>
Job requires the ability to: Remember information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.
<b>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</b>
Job requires flexibility and willingness: To adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.
<b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>
Job tasks are: Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.
<b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>
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.
<b>13 Reaction Time - Describes work that requires an immediate response or decision</b>
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.
<b>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</b>
Job requires: No supervision or management of staff.
<b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>
Job requires: Obtaining support and cooperation from citizens and outside groups to accomplish objectives.
<b>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</b>
Job requires the ability to: Handle stress associated with having to work with other people who are in distress.