

| PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA | | | | | | | | | |
|--|---|------------------|---|--|---|--|----------------|-----|--|
| Job Title: | Assistant Commonwealth's Attorney | | | | Position Number(PCN): | G.040048 | | | |
| Div./Office: | CWA 952 CWA Grants | 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 | 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 | N/A | N/A | Extreme Dryness | | N/A | N/A | | |
| Carrying | Weight: | N/A | N/A | 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 | | |
| Climbing Ladders | | N/A | N/A | | | | | | |
| Balancing | | N/A | N/A | Body area(s): | | Ex- Trunk, shoulders, arms, and hands. | | | |
| Stooping | | N/A | N/A | Dust / Dirt / Particulate | | N/A | N/A | | |
| Kneeling/Squatting | | N/A | N/A | Radiation | | N/A | N/A | | |
| Bending | | N/A | N/A | 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 | 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 | | | | | | |
| Repetitive Twisting | N/A | N/A | N/A | Symbols: | Ex- Repair sewer pipes; empty residence trash cans. | | | | |
| | | | | | < 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 | Frequent | Substantial | | Other Hazards | N/A | N/A | N/A |
| Smell | N/A | N/A | N/A | | | | | |
| | | | | | Hours Worked | More than 40 hours/week | Frequent | |
| Touch | N/A | N/A | N/A | | | More than 8 hours/day | Frequent | |
| | | | | | | More than 5 consecutive days | Seldom | |
| Voice | One-on-One | Frequent | Substantial | | 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 |
| | | | | | | | | |
| | | | | | 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 | Frequent | Substantial |
| | | | | | | | | |
| | | | | | | | | |
| 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. | |
| 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 tasks at the specialist or leader 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 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: | |
| Remember information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments. | |
| 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 to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work. | |
| 11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties | |
| Job tasks are: | |
| Varied, substantially long, and require considerable 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 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 and cooperation from citizens and outside 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: | |
| Handle stress associated with having to work with other people who are in distress. | |