PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS
City of Virginia Beach, VA

Job Title:	Office Assistant II	Position Number:	P12091
Sup Org:	POL-Animal Services Bureau	Approver's Name	
Date of Last Update:	February 27, 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

Element	Condition/Level/Value		Frequency	Duration
Standing			Occasional	Short
Walking			Occasional	Short
Sitting			Frequent	Substantial
Reaching	Lower than shoulder level		Occasional	Short
Lifting	Up to 10 lbs.		Occasional	Short
Carrying	**Weight:**	Up to 10 lbs.	Occasional	Short
	Distance:	Up to 25 ft.	Occasional	Short
Pushing	**Estimated weight-resistance equivalency**			
	Up to 25 lbs.		Occasional	Short
Pulling	**Estimated weight-resistance equivalency**			
	Up to 25 lbs.		Occasional	Short
Working Overhead	N/A		N/A	N/A
	Weight:	N/A	N/A	N/A
Climbing Stairs			N/A	N/A
Climbing Ladders			N/A	N/A
Balancing			N/A	N/A
Stooping			Occasional	Short
Kneeling/Squatting			Occasional	Short
Bending			Occasional	Short
Crawling			N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.			N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.			N/A	N/A
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A
Repetitive Limb Movement	Fingers/Wrist		Frequent	Moderate
	Arm/Shoulder		Frequent	Short
Dexterity	Use of computer keyboard		Frequent	Substantial
	Handwriting		Frequent	Short
Repetitive Twisting	Wrist/Elbow		Frequent	Short
	Shoulder		Frequent	Short
Awkward Positions & Motions	N/A		N/A	N/A

Working Conditions

Element	Condition/Level/Value		Frequency	Duration
Working Outside: in all weather conditions			N/A	N/A
Working Alone: out of communication w/others			N/A	N/A
Extreme Temperatures	N/A		N/A	N/A
Extreme Wetness			N/A	N/A
Extreme Dryness			N/A	N/A
Exposure to Traffic	N/A		N/A	N/A
Congested Area/Workspace			N/A	N/A
Confined Space- Permit REQUIRED			N/A	N/A
Working Below Ground			N/A	N/A
Working at Heights (ft.)	N/A		N/A	N/A
Noise Level: > 85 decibels TWA for 8 hrs.	N/A		N/A	N/A
Vibrations	N/A		N/A	N/A
	Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Dust / Dirt / Particulate			N/A	N/A
Radiation			N/A	N/A
Silica/Fiberglass			N/A	N/A
Asbestos			N/A	N/A
Aerosols & Gases	N/A		N/A	N/A
Hazardous Materials /Chemicals			N/A	
			undefined	
			undefined	
Petroleum Products	N/A		N/A	N/A
Electrical Hazard			N/A	N/A
Fire Hazard			N/A	N/A
Infectious Diseases Exposure Type(s):	N/A		N/A	N/A
	Ex- Repair sewer pipes; empty residence trash cans.			
Symbols:	< equal to or less than		< less than	
	> 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
					Other Hazards	N/A	N/A	N/A
Hearing	Conversational level	N/A	N/A					
Smell	N/A	N/A	N/A					
					Hours Worked	More than 40 hours/week	Seldom	
						More than 8 hours/day	Seldom	
Touch	N/A	N/A	N/A					
					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
					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
						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:
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:
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 investigation, inspection, auditing, or observation. 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 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:
Handle stress associated with having to work with other people who are in distress.