

## JOB DESCRIPTION SUPPLEMENT

### I. MACHINES, TOOLS, EQUIPMENT:

*Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.*  
Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

### II. PHYSICAL REQUIREMENTS: Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### III. PHYSICAL ACTIVITY: Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

#### Percentage

- 70 A. Sitting: Resting with the body supported by the buttocks or thighs.
- 10 B. Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 C. Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 D. Bending: Lowering the body forward from the waist.
- 5 E. Reaching: Extending hand(s) and arm(s) in any direction.
- 5 F. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 G. Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 H. Grasping: Applying pressure to an object with the fingers and palm.
- 90 I. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 J. Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 K. Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

### IV. WORKING CONDITIONS: Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.