

ADA: POSITION FUNCTIONAL REQUIREMENTS

JOB TITLE: **Clerical Specialist I**

The functions and abilities necessary to successfully perform in this position include, but may not be limited to:

Physical Demands				
Description	Never	Sometimes	Most Times	All the time
Standing		X		
Walking		X		
Sitting			X	
Carrying / Lifting < 15 lbs.		X		
Carrying / Lifting 15 - 60 lbs.		X		
Carrying / Lifting > 60 lbs.	X			
Pushing / Pulling		X		
Climbing		X		
Stooping / Bending		X		
Reaching above shoulder level		X		
Operate Motor Vehicle	X			
Operate Manual Equipment: (e.g.. Bobcat, Shredder, etc)		X		
Operate Automated Equipment: (e.g. computer, filter presses, etc.)				X
Manual Dexterity (e.g.. Writing, typing, fingering, handling)				X

Worksite Conditions				
Description	Never	Sometimes	Most Times	All the time
Weather Exposure	X			
Temperature Extremes	X			
Noise		X		
Odors		X		
Dust or Mist		X		
Fumes or Vapors		X		
Limited Access	X			
Chemicals: < 1 liter quantity		X		
Chemicals: drummed quantities	X			
Chemicals: bulk tank quantities	X			
Respirator	X			
Personal Protective Clothing: (e.g. lab coats, tyvek and other suits)		X		
Personal Protective Equipment: (e.g. safety glasses, goggles, gloves)		X		

**Key:** **Condition Exists**  
 Never.....0  
 Sometimes.....up to 1/3 of time  
 Most Times.....1/3 to 2/3 of time  
 All the Time.....2/3 or more of time

Please list any other functional requirements essential to performing the position, not listed above (also include equipment not listed above):