

# PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET

R=RARELY, LESS THAN 15% OF TIME  
 O=OCCASIONALLY, 15% - 40% OF TIME  
 F=FREQUENTLY, 40% - 70% OF TIME  
 C=CONSTANTLY, MORE THAN 70% OF TIME

**COMPANY:** KEOKUK COUNTY

**JOB TITLE:** COUNTY ATTORNEY FULL-TIME ADMINISTRATIVE ASSISTANT

**DATE:** June 20, 2022

PHYSICAL DEMANDS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Standing			X			Stooping		X				Feeling				X	
Walking			X			Kneeling		X				Talking					X
Sitting				X		Crouching			X			Hearing: Speech					X
Lifting-Max. Weight 50#			X			Body Pivoting			X			Hearing All Ranges					X
Carrying-Max. Weight 50#			X			Repetitive Motions				X		Seeing-Reading					X
Pushing-Max. Force 50#			X			Crawling	X					Seeing-Distant					X
Pulling-Max. Force 50#			X			Reaching,high,low,level			X			Depth Perception			X		
Climbing-Stairs			X			Grasping				X		Color Vision			X		
Climbing-Ladders		X				Finger Dexterity				X		Other					
Balancing		X				Other - Keyboarding				X		Other					
Elevator Available					X												
<b>WORKING CONDITIONS</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>		<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>		<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Extreme Cold-Below 32F			X			Vehicle Use-Highway		X				Chemicals	X				
Extreme Heat-Above 100F			X			Vehicle Use-Property		X				List:					
Dryness			X			Working/ people				X							
Wetness			X			Working alone				X							
Humidity-Above 90%			X			Airborne Contaminants		X									
Confined Spaces		X				(List those normally											
Elevated Heights	X					in work area)											
Noise-Over 85 Decibels		X															
Moving Equipment		X															
Vibrating Equipment	X																
<b>PROTECTIVE EQUIPT.</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>		<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>		<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Respirator-Breathing Apparatus	X					Special Clothing:	X										
Special Eye Protection	X					Arms, Hands, Fingers	X										
Hearing Protection	X					Legs, Feet, Toes	X										
Head Protection	X					Body Protection	X										

**ADDITIONAL INFORMATION (INCLUDE "PREFERRED" REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE "ESSENTIAL" REQUIREMENTS.)**  
 Ability to work in stressful situations with unhappy public and read/view information of a disturbing nature frequently.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE.