

JOB DESCRIPTION SUPPLEMENT

PHYSICAL REQUIREMENTS FOR PERFORMING ESSENTIAL JOB FUNCTIONS

I. MACHINES, TOOLS, & EQUIPMENT USED IN THIS POSITION:

Worker is required to use two or more of the following on a regular basis: telephone/other voice communication devices; audio-visual equipment; personal computer; mainframe computer terminal; copy machine; calculator; other specialized equipment typically used in an office setting.

II. PHYSICAL EXERTION REQUIREMENTS OF THIS POSITION:

LIGHT WORK: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

III. PHYSICAL ACTIVITY DURING A TYPICAL DAY:

A typical day's activities include sitting for extended periods, standing, walking, bending, stooping, pushing, pulling, lifting, and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

IV. WORKING CONDITIONS:

Indoors. Worker is subject to indoor conditions primarily with most work occurring inside. The worker is subject to low to moderate noise levels such that normal talking is required to be heard.

V. TYPICAL JOBS:

Jobs requiring the activities described above may include the following: General Office Worker; Secretary; Draftsman; Facilities Planner; Data Entry Operator; Receptionist; Telephone Operator; Accounting Clerk; Clerk Typist, and other jobs requiring similar physical activity.