



JOB TASK ANALYSIS

COMPANY: Washington County
JOB TITLE: Community Corrections Specialist I

Purpose of the Job:

- Monitors the daily activities of adult offenders in a 24-hour residential minimum security transition and work release facility. Maintains security, coordinates the activities of residents and makes certain they follow the facility regulations or procedures, and interact with residents by providing information and assistance.

Essential physical demands of the job:

- Stocking supplies
- Checking in residents
- Itemizing and locking up personal property
- Rare ladder climbing for high shelves
- Lifting boxes of personal property
- Lifting cleaning products
- Lifting and carrying lunch trays
- Pushing carts with food items, personal property, and garbage or cleaning agents
- Loading /unloading food stores from vehicles to the kitchen
- Standing/walking/ and rare running within the facility
- Stair use between floors in event of an emergency
- Getting into low positions during room searches

PHYSICAL DEMANDS

R = Less than 1 hour or 1-5% of the day

O = Occasionally 1-2.5 hours or 10-33% per day

F = Frequently 2.5 – 5.5 hours or 34-66% per day

C = Continuously 5.5-8 hours or 67-100% per day

POSTURES

POSTURES	Max. consecutive minutes/hours	total daily hours	Position change optional?	Comments
Sitting	30 minutes	1 hour	Yes, at will.	
Standing-Stationary	15 minutes	3 hours	Yes, at will.	At the front counter.
Walking / Moving about	15 minutes	2.5 hours	Yes, at will.	Walking between storage rooms, down halls and throughout the building.
Running	30 seconds. (up to 200 feet)	1-2 minutes.		Rare running to emergent situations down hallways.
Driving	20 minutes.	< 1 hour.	Yes, at will.	Taking inmates to hospital, picking up food off site.

LIFTING

Weight:	N	R	O	F	C	Object description:	Lowest point of lift:	Highest point of lift:
1-20 lbs			X			18-lbs trays of lunch bags (stacked on top shelf)	32" carts	78" shelf
21-50 lbs		X	X			30-lbs boxes of produce. 15-50-lbs boxes of inmate property 50-lbs: 5-gallon buckets of cleaning detergents	Ground Ground Ground	73" shelf 33" onto cart.
>50 lbs*		X				54-lbs Inmate property boxes. 57-lbs crates of 6 one-gallon milk containers.	Ground Ground	73" 53" stacked.

*Workers encouraged to have assistance when lifting items weight over 50-lbs or when lifting heavy items to high shelves.

CARRYING

Weight:	N	R	O	F	C	Object description:	Distance of carry:	Any mechanical assistance?
1-20 lbs			X			Packs of bed sheets. Miscellaneous office and kitchen equipment/supplies.	50 feet.	N/A.
>50 lbs*		X				58-lbs crate of 6 gallons of milk.	30 feet	Yes, carts.

*Assistance or carts to be used at staff's discretion.

PUSH /PULL

Weight:	N	R	O	F	C	Object description:	Distance of push:	Any mechanical assistance?
10-20 lbs			X			Pulling carts	100 feet.	
21-30 lbs		X				Maximum push/pull to get loaded cart over threshold.	2 feet.	
>30-lbs	X							

PHYSICAL ACTIVITIES

Position:	N	R	O	F	C	Comments:
Squatting / Crouching			X			Accessing low shelves or when conducting room searches.
Crawling	X					
Kneeling			X			Accessing low drawers or when conducting room searches.
Digging	X					
Stooping / Bending			X			When reaching into lower drawers, when inventorying inmate personal items.
Twisting		X				When filing documents, inventory of inmate personal items.
Balancing		X				During ladder use in storage rooms.
Reaching forward				X		During general office work, gathering supplies, taking inventory of inmate personal items, conducting room searches.
Reaching overhead			X			Reaching upper shelves in supply rooms. Reaching office material on upper shelves.
Ladder climbing		X				Accessing high shelves in storage rooms.
Stair climbing			X			Travelling between 1 st and 2 nd floor of building.
Grasping				X		General office work.
Pinching				X		General office work.
Lying down	X					
Finger manipulation				X		Keyboarding, writing, using a phone.
Foot manipulation		X				Driving to pick up meals or to transport inmates to hospital.

ENVIRONMENTAL EXPOSURES

	N	R	O	F	C	Exposure at one time	Total time in 1 shift	Comments
Confined spaces		X					< 1 hour	
Loud noise			X				<2.5 hours	Alarms, working in rooms of many people.
Slippery surfaces			X					Working in sally bay during wet weather.
Vibration	X							
Excessive moisture	X							
Dust		X					<1 hour	When supervising inmates outside.
Poor visibility / Low lighting	X							
Working at heights		X					< 1 hour	Standing on ladders when reaching high shelves.
Fumes		X						Cleaning supplies, painting fumes.
Chemicals		X						
Heat / Fire	X							