

Job Title(s): Office Clerical

Department: Multiple

Denver Public Schools

ENTERPRISE RISK MANAGEMENT

Tel: 720-423-1300
<http://risk.dpsk12.org>
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This document is intended to describe the general physical nature of the work required of employees in this job classification. It is not intended to provide an exhaustive list of all physical demands required of employees in this classification, and employees may be required to perform additional physical functions depending on the employee's exact position. Also, any combination of the listed physical demands can be expected to be performed as part of the position's duties. For example, an employee may be required to push open a door, walk up stairs and carry a box of supplies all at the same time. When classified in this position, employees will be responsible for understanding both the requirements listed in this document and in the position job description.

Should an applicant or employee require reasonable accommodation s/he should contact the HR Connect office at 720-423-3900.

Physical Demands	None	Occasional Under 33% or less than 2.5 hrs./day	Frequent Up To 66% or 5 hrs./day	Continuous Over 66% or greater than 5 hrs./day	Maximum weight or distance (Est)	Comment
Lifting		X			Up to 25 lbs.	Weights in excess of 25 lbs. may be experienced with assistance
Repetitive lifting		X			Up to 25 lbs.	Weights in excess of 25 lbs. may be experienced with assistance
Carrying		X			Up to 25 lbs.	Weights in excess of 25 lbs. may be experienced with assistance
Push/Pull		X			Up to 25 lbs.	Weights in excess of 25 lbs. may be experienced with assistance
Pinch/Grip				X		
Walking		X				
Standing		X				
Sitting				X	Up to 7 hours daily	Continuous sitting for up to 3 hours
Crawling	X					
Kneeling		X				
Squatting		X				
Climbing (ascend/descend stairs, ladders)		X				Lifting and carrying of objects up/down stairs may be required
Reaching over head		X				
Reaching away from body				X		

Acuities	Yes	No	Comment
Vision	X		
Hearing	X		
Fine motor skills	X		
Environment			
Chemical inhalation		X	
Chemical contact	X		District approved cleaning products and supplies
Exposure to sharp objects	X		Position will utilize sharp objects on a daily basis
Exposure to bodily fluids		X	
Exposure to animals, insects, rodents		X	
Indoor allergens	X		
Outdoor allergens		X	
Outdoor exposures		X	
Loud noises	X		Cafeterias, auditoriums
Vibrations	X		Use of hand operated office equipment may cause vibrations
Heat/humidity		X	
Cold temperatures		X	
Slippery surfaces	X		Indoor surfaces will include freshly mopped or waxed floors, spills.
Physical Environment			
Schools	X		Older schools may not have automated cooling in place
Administrative buildings	X		Older administration buildings may not have automated cooling in place
Athletic fields & stadiums		X	
Playgrounds		X	
Out buildings		X	
Mechanical rooms		X	
Confined spaces		X	
Heights		X	
Moving machinery		X	
Equipment			
Vehicles		X	
General office equipment	X		
Hand tools		X	
Specialized tools		X	
General cleaning equipment	X		District approved cleaning products and supplies
Personal protective equipment		X	
Powered equipment		X	