

Job Task Inventory

Division: **Administration**
Date: **November 2002**

	Alternate Job Task Description
1.	Screening calls and visitors. Majority of the task will involve sitting at a desk. Physical requirements include moving arms and hands to reach for telephone, and to write down messages. No lifting, pushing, pulling, carrying, etc.
2.	Opening and sorting mail for Director. Majority of the task will involve sitting at a desk. Physical requirements include fingering through mail, repetitive movement of hands to open and sort mail, some reaching, no lifting, pushing, pulling, carrying, etc.
3.	Distributing memos / mail from Director. Majority of the task will involve walking around the department to distribute mail. Physical requirements include walking, use of arms and hands.
4.	General office tasks. Task includes making copies, stuffing envelopes, and filing. Physical requirements include sitting, standing, walking and kneeling, use of hands.
5.	Completing software and hardware registration cards. Physical requirements include sitting, ability to read and write in English, and use hands to write.