

## Georgia State University Job Analysis

Must be completed by Employee's Supervisor or Department Head within 5 working days. Job Analysis should be completed after Essential Function Worksheet has been completed.

Employee Name:	Employee ID:
Job Title:	Department:

List each Essential Function of the employee's position and complete the table with text descriptions and responses in each column. A sample completed form is attached to assist you in your completion of this document.

	Essential Function (EF)	% Time	Physical Aspects of EF	Mental Aspects of EF	Methods, Techniques, Procedures for EF	Equipment, Tools, Materials for EF	Working Conditions of EF	Supervision for EF
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**RETURN FORM TO:**  
 ADA Coordinator  
 Human Resources Department  
 Georgia State University  
 P. O. Box 3982  
 Atlanta, GA 30302-3982  
 Tel: 404-413-3314 / Fax: 404-413-3324

## Sample Job Analysis

**SAMPLE DOCUMENT ONLY. Not to be attached to Medical Certification Form.**

Essential Function	% Time	Physical Aspects of EF	Mental Aspects of EF	Methods, Techniques, Procedures for EF	Equipment, Tools, Materials for EF	Working Conditions for EF	Supervision of EF
Types legal documents, correspondence, etc from handwritten notes or dictation	10%	sitting, typing, writing, walking	editing, organizing, interpreting, processing	typing, copying	keyboard, computer screen, mouse, typewriter, copier	1950's bld., open office environ. Employee works in close quarters w/ others in shared secretarial area w/ no window, central heat/air or air circulation. Private offices that form perimeter around open secretarial area have individual heat/air units and doors that close and windows that open. Small electric heaters and fans are available to all upon request.	general, receives instructions, work may be reviewed
Prepares request for invoice payments	7.5%	sitting, typing, writing, walking	interpreting, adding, organizing	typing	keyboard, computer, screen, mouse, typewriter, copier		
Files documents in courts	7.5%	sitting, walking, standing, typing, writing, speaking	organizing, comparing, evaluating, editing	walking, mailing, organizing, sorting	computer, files		
Answers phone, responds to callers	10%	speaking, sitting, writing, typing	evaluating, sorting, listening	writing, typing	phone system, email, messages		

Prepares, copies, faxes, mails documents	5%	walking, sitting, standing, stooping, carrying	editing, organizing	mailing, copying, faxing	fax machine, computer, copier		
Dockets/files pleadings and distributes mail	5%	walking, sitting, standing, writing, stamping	organizing, sorting, editing	typing, writing	fax machine, computer		
Completes Motions for Summary Judgment	10%	typing, walking carrying, standing, sitting	organizing	typing, walking, mailing, organizing	computer		
Maintains division files	5%	bending, walking, standing, typing	writing, reading, sorting, evaluating	typing filing	files, labels		
Enters daily time sheets; Maintains records of leave balances for section personnel	5%	sitting, typing	sorting, reading	typing, sorting, reviewing	computer, calendar, pens, pencils		
Maintains Case Activity Report (sends to DOAS)	5%	typing, copying, standing, walking	reading, sorting, organizing	typing, copying, mailing	computer, copier		
Maintains updated legal references	5%	standing, walking, sitting, typing	reading, sorting, organizing	filing	folders, journals, books		
Maintains calendar and travel arrangements for assigned attorneys	5%	sitting, walking, typing	researching, organizing, sorting	researching, gathering	desk, computer & wall calendar,		
Maintains office supply inventory	5%	walking, bending, stooping, lifting	organizing, sorting	researching, gathering			
Attends meetings	5%	sitting, walking	processing, retaining				
Open cases	5%	sitting, typing, walking	organizing, sorting	typing, filing	files, codes		
Closes files/coordinates the removal of files	5%	stooping, standing, sitting, walking	organizing, sorting	typing, filing	boxes, files		