

CERTIFICATION OF JOB READINESS FORM



Civil Service

Fair. Fast. Friendly. Forward.

Instructions: This form must be completed by a licensed medical professional, a licensed vocational rehabilitation specialist, or any agency that issues or provides disability benefits.

Provider – please review the job specifications below and check all positions that the applicant is certified as ready to perform. Please sign and date the last page.

Applicant – please submit this form with your application package.

Applicant Eligible: (Check all that apply)	TITLE	GENERAL FUNCTIONS	Tasks regularly require the following abilities. (with or without reasonable accommodation)
PROFESSIONAL			
	Accountant I	Professional level accounting work in the maintenance and review of fiscal records.	<ul style="list-style-type: none"> Read standard text. Speak and listen to normal speech in person and on the telephone. Write legibly. Operate standard office equipment. Use a computer and keyboard. Move about a work environment.
	Business Systems Analyst I	Information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City department.	<ul style="list-style-type: none"> Read standard text. Speak and listen to normal speech in person and on the telephone. Use hands to grasp, handle, or feel objects. Reach with hands and arms, above the shoulders and below the waist. Use a computer and keyboard. Move about a work environment. Stand or sit for extended periods of time.

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			<ul style="list-style-type: none"> • Lift, carry, push, and pull objects up to 20 lbs.
	Engineer in Training	Professional engineering work in connection with the planning, development, design, and construction of public works projects.	<ul style="list-style-type: none"> • Read fine print. • Understand and write technical reports. • Speak and listen to normal speech in person and on the telephone. • Use hands to grasp, handle, or feel objects. • Operate a computer, keyboard, and drafting equipment. • Move about a work site. • Considerable walking for field inspections • Work outdoors in heat, cold, and varying weather conditions.
TECHNICIAN			
	Cash Accounting Clerk I	Cashier work. Receives money from the public in payment of services, taxes, and licenses, calculates change, issues receipts, and provides general and technical information.	<ul style="list-style-type: none"> • Read fine print. • Converse on the telephone above the noise of various office machines or large equipment. • Speak with sufficient volume to be heard and understood over loud noises. • Repeated reaching, bending, and twisting. • Write legibly. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Stand or sit for up to four hours of continuous work with one 15-minute break. • Lift and carry objects up to 25 lbs.
	Electronics Technical Aide	Semi-skilled electronic/electrical and manual work in the construction, installation, maintenance, and	<ul style="list-style-type: none"> • Visual ability to discern shades of color and work on microelectronic circuits.

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		<p>repair of radio and various other electronic/electrical systems and equipment.</p>	<ul style="list-style-type: none"> • Speak and listen to normal speech in person and on the telephone. • Converse on a two-way radio. • Climb and work from high locations. • Work near high voltage. • Work in tight spaces. • Use hands to grasp, handle, or feel objects. • Handle precision tools and supplies. • Work in adverse conditions, such as dust, dirt, and odors. • Work outdoors in heat, cold, and varying weather conditions. • Lift, carry, push, and pull equipment up to 50 lbs.
PARAPROFESSIONAL			
	<p>Education Coordinator</p>	<p>Professional and technical work in developing, promoting, coordinating and conducting educational activities to communicate with students, school personnel, and the general public about specific programs and activities.</p>	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Address a group of people. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Stand or sit for extended periods of time. • Lift, carry, and set up work supplies and equipment up to 30 lbs. • Travel between work locations.

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	<p>Marketing Assistant</p>	<p>Professional work assisting in promotion, advertising, public relations, and event development.</p>	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Address a group of people. • Write legibly. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Walk and climb stairs. • Stand or sit for extended periods of time. • Lift and carry work supplies and equipment up to 50 lbs. • Travel between work locations.
	<p>Assistant Procurement Specialist</p>	<p>Procures materials, supplies, commodities, equipment, and services, and/or administers contracts.</p>	<ul style="list-style-type: none"> • Read fine print. • Visually identify and locate objects. • Speak and hear normal speech in person and on the telephone. • Move about offices, warehouses, and other workspaces. • Walk, stand, bend, and sit. • Stoop, reach, and grasp with the hands and arms above the shoulders and below the waist • Write legibly. • Use a computer and keyboard. • Grasp, handle, or feel objects. • Lift, carry, push, and pull various materials.
	<p>Assistant Planner I</p>	<p>Professional work in the areas of urban planning, zoning administration, subdivision administration, and community development.</p>	<ul style="list-style-type: none"> • Read fine print. • Discern shades of color. • Speak and listen to normal speech in person and on the telephone. • Write legibly. • Operate a computer and keyboard.

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			<ul style="list-style-type: none"> • Sit through long meetings or a full workday at a desk or table. • Travel between work locations.
	Recreation Aide	Recreation program support work in various organized and monitored recreational activities.	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Use hands to grasp, handle, or feel objects, tools, or equipment. • Participate in simple athletic events and program activities, which may require ability to walk, climb, crawl, kneel, reach, bend, and stoop. • Lift, carry, push, and pull objects up to 30 lbs. • May operate a motor vehicle
ADMINISTRATIVE SUPPORT			
	Clerk II	Routine clerical and office support activities. Requires basic level computer skills.	<ul style="list-style-type: none"> • Read fine print. • Speak and listen to normal speech in person and on the telephone. • Operate standard office equipment. • Use a computer and keyboard. • Write legibly. • Move about a work environment. • Sit and stand alternately for up to four hours of continuous work with one 15-minute break. • Lift, carry, push, and pull objects up to 25 lbs.
	Administrative Specialist	Responsible office support work and a variety of administrative and/or analytical tasks associated with various division or public safety department programs, policies, and procedures.	<ul style="list-style-type: none"> • Read fine print. • Speak and listen to normal speech in person and on the telephone. • Operate standard office equipment. • Use a computer and keyboard. • Write legibly. • Move about a work environment.

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			<ul style="list-style-type: none"> • Lift, carry, push, and pull objects up to 10 lbs.
	Customer Service Assistant		<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Operate standard office equipment. • Use a computer and keyboard. • Stand or sit for up to four hours of continuous work with one 15-minute break.
SERVICE/MAINTENANCE			
	Custodian I	Routine custodial, maintenance, cleaning, building and grounds care.	<ul style="list-style-type: none"> • Read fine print. • Speak and listen to normal speech in person and on the telephone. • Climb ladders up to 10 ft. high. • Walk, kneel, crouch, and bend. • Use hands to grasp, handle, or feel objects. • Use hand tools and supplies for manual work. • Stand while doing physical labor for up to four hours of continuous work with one 15-minute break. • Work in adverse conditions, such as dust, dirt, and odors. • Work outdoors in heat, cold, and varying weather conditions. • Lift, carry, push and pull objects up to 50 lbs.
	Laborer I	General manual labor.	<ul style="list-style-type: none"> • Read standard print. • Speak and listen to normal speech in person and on the telephone. • Speak with sufficient volume to be heard and understood over loud noises. • Converse on a two-way radio.

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			<ul style="list-style-type: none"> Use sense of smell to detect equipment damage. Use hand tools and supplies for manual work. Use hands to grasp, handle, or feel objects and operate equipment. Walk, climb, crawl, and kneel. Sustained walking or standing for up to four hours of continuous work with one 15-minute break. Lift, carry, push and pull objects weighing up to 100 lbs. Operate a motor vehicle.
	Mail Courier	Routine courier work involving the collection and delivery of documents and other items.	<ul style="list-style-type: none"> Read standard text and fine print. Speak and listen to normal speech in person and on the telephone. Move about a work environment. Perform duties for up to four hours of continuous work with one 15-minute break. Lift, carry, push, and pull objects up to 50 lbs. Travel between work locations. Operate a motor vehicle.

I may be contacted at:

Printed Name

Signature

Organization name, address, city, state, and phone number