



City of Spokane Civil Service - Fair. Friendly. Forward.

CERTIFICATION OF JOB READINESS FORM

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.

Name of Applicant: _____

PROFESSIONAL

APPLICANT ELIGIBLE	TITLE	GENERAL FUNCTIONS	PHYSICAL DEMANDS (With or without reasonable accommodation)
	Accountant I SPN 110	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 SPN 160	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 • Lift, carry, push and pull objects up to 20 lbs.
	Engineer in Training SPN 231	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



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TECHNICAL			
APPLICANT ELIGIBLE	TITLE	GENERAL FUNCTIONS	PHYSICAL DEMANDS (With or without reasonable accommodation)
	Cash Accounting Clerk I SPN 101	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.
	Electronic Communications Technical Aide SPN 271	Semi-skilled electronic/electrical and manual work in the construction, installation, maintenance, and repair of radio and various other electronic/electrical systems and equipment.	<ul style="list-style-type: none"> • Visual ability to discern shades of color and work on microelectronic circuits • 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			
APPLICANT ELIGIBLE	TITLE	GENERAL FUNCTIONS	PHYSICAL DEMANDS (With or without reasonable accommodation)
	Public Information Assistant SPN 060	Professional work assisting in the development, coordination, and implementation of programs and projects for public relations, community involvement and internal communications.	<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 • Stand or sit for extended periods of time • Lift and carry work supplies and equipment • Travel between work locations



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PARAPROFESSIONAL, CONTINUED			
	<p>Education Coordinator</p> <p>SPN 064</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
	<p>Marketing Assistant</p> <p>SPN 080</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>SPN 174</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 work spaces • 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>SPN 256</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 • Sit through long meetings or a full work day at a desk or table • Travel between work locations



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PARAPROFESSIONAL, CONTINUED			
	Recreation Aide SPN 670	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			
APPLICANT ELIGIBLE	TITLE	GENERAL FUNCTIONS	PHYSICAL DEMANDS (With or without reasonable accommodation)
	Clerk II SPN 002	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 SPN 025	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 • Lift, carry, push, and pull objects up to 10 lbs.
	Customer Service Assistant SPN 099	Routine record keeping, transaction processing, telephone or written correspondence.	<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 AND MAINTENANCE			
APPLICANT ELIGIBLE	TITLE	GENERAL FUNCTIONS	PHYSICAL DEMANDS (With or without reasonable accommodation)
	Custodian I SPN 414	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



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SERVICE AND MAINTENANCE, CONTINUED

	Custodian I, continued SPN 414		<ul style="list-style-type: none"> • 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 SPN 501	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 • 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 SPN 500	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

CERTIFYING OFFICIAL INFORMATION

I may be contacted at:

Printed Name

Signature

Organization Address, City, State and Phone Number