

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; see to read, prepare and proofread documents, and view a computer monitor; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.