

TASK OVERVIEW
TIMEKEEPING BILLING OFFICER

Physical Demands Factors	Occasional 1-33% of day	Frequent 34-66% of day	Constant 67-100% of day
SITTING			✓
<i>Comments</i>	Computer work		
WALKING	✓		
<i>Comments</i>	Between car and office and within office		
CLIMBING	✓		
<i>Comments</i>	Stairs to office (Lift available).		
FORWARD REACH			✓
<i>Comments</i>	All tasks: keyboard, mouse		
HANDLING OR FINGERING			✓
<i>Comments</i>	Keying, mouse work, writing.		
BENCH HEIGHT LIFT	✓		
<i>Comments</i>	Bench height: <ul style="list-style-type: none"> • Billing folders, weight to 3 kg 		