

The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

Physical

See objects 20 inches to more than 20 feet away
 Distinguish colors and changes in its variation
 Feel differences in surface characteristics
 Detect odors (faint, strong, noxious)
 Maintain balance (sit, stand, squat)
 Pinch, grasp, squeeze, and manipulate objects
 Push, pull, lift, and/or support up to 125 pounds
 Maintain safety of self and others
 Maintain physical endurance
 Sustain repetitive movements
 Move within confined spaces
 Stand/walk for long periods of time
 Reach above shoulders
 Reach below waist
 Stand/walk for long periods of time
 Push, pull, lift and/or support a minimum of 25 pounds
 Push, pull, lift, and/or support up to 125 pounds

Write with pen/pencil
 Key/Type
 Twist
 Bend
 Climb
 Move quickly
 Use peripheral vision
 Feel vibrations

Cognitive

Provide emotional support to others
 Cope with unexpected situations and emotions
 Perform multiple responsibilities concurrently
 Apply knowledge from one situation to another
 Accurately recall information
 Combine knowledge and skills
 Negotiate interpersonal conflict
 Focus attention on task
 Adaptability
 Process information
 Evaluate outcomes
 Problem solve
 Evaluate the complexity of jobs
 Organize tasks to meet deadlines (hourly, daily, long-term)
 Sequence outcomes
 Focus attention on task
 Tell time
 Take measurements using specialized equipment

Count whole numbers
 Measure weight or mass
 Measure temperature
 Measure liquid volume
 Measure time

Communication

Read, write, speak, and comprehend English effectively
Verbalize clear and appropriate information to others
Influence others
Direct activities of others
Explain procedures
Communicate in a professional/tactful manner
Communicate using a telephone
Communicate using a two-way radio
Communicate in a professional/tactful manner
Record written information

Behavioral

Exhibit honesty and fairness
Establish rapport with others
Promote physical and emotional well-being of others
Exhibit patience
Maintain professional boundaries
Maintain professional appearance
Respect social, cultural, and spiritual diversity
Exhibit compassion
Work carefully while maintaining efficiency and organization
Respect individual values/opinions without showing bias or preference

Other

Cleared background investigation/drug screen (see program for specifics)

May be on call or work nights, weekends, and holidays

No felony or domestic violence convictions

See program or desired area of employment for specifics - Certifications/Licenses

See program or desired area of employment for specifics - Immunizations

See program or desired area of employment for specifics - Prerequisites