



GENERAL PHYSICAL AND MENTAL DEMANDS OF EMPLOYMENT

The following requirements pertain to employment at Hagerty in general. If there are more specific abilities required by a particular department or position in addition to the following, those requirements are contained in the individual job description for that position. Should you have any questions regarding these requirements, please contact Human Resources.

- Ability to function in a high-pressure environment and meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week if necessary.
- Ability to walk, stand and sit for periods of time.
- Excellent verbal and written communication skills.
- Ability to speak concisely and effectively communicate needs.
- Ability to operate a personal computer.
- Ability to lift and carry approximately 20 lbs.
- Normal motor skills and eye-hand coordination.
- Ability to perform duties that require flexibility and interpersonal skills in addition to sound judgment.
- Ability to sit for extended periods and work in a smoke-free environment.
- Long periods of viewing data on a computer screen and/or on paper are a necessity.
- Must have manual dexterity to operate computer keyboard and standard office equipment.
- Ability to communicate clearly to various levels of staff.
- Ability to work at various campus locations.
- Must possess good interpersonal and communication skills.
- Must possess ability to give and take directions in a pleasant and cooperative manner.
- Visual acuity correctable to 20/20.
- Possess normal to correctable hearing.
- Ability to remain seated for long periods of time while working on computer or editing.
- Ability to handle multiple tasks simultaneously.
- Ability to prioritize appropriately.
- Ability to read, write and speak English at the level equal to or greater than the national standards for a high school graduate.

- Must possess strong verbal communication skills and be able to communicate in a pleasant and professional manner with customers and co-workers.
- Must be able to use standard business mathematics and a standard 10-key calculator.

Physical Demands:

Positions: Standing, walking, sitting, stooping

Weight/Force: Lifting, carrying, pushing, pulling

Controls: Hand/arm, Foot/leg

Motor Coordination, Finger Dexterity, Manual Dexterity, Eye/Hand/Foot Coordination

Requires an adequate range of body motion and mobility, with or without accommodation to enable the individual to perform the essential functions stated herein.

Requires Talking: Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which the incumbent must impart oral information to employees, clients, patients, and the public, and in those activities in which they must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Requires Hearing: Perceiving the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sound.

Requires Near Acuity: Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.

Requires the ability to read and record data quickly and accurately; to prepare records and reports and post data; to avoid perceptual errors in performing computations.

Mental/Emotional Demands:

Requires the ability to work and cooperate with managers, customers and employees at all levels in order to exchange ideas, information and opinions to facilitate the task at hand.