Non-Prejudicial Language for ADA Compliant Job Description

Physical Demand	ADA Compliant Words	Job Description Language Example
Stand or Sit	Stationary Position	Must be able to remain in a stationary
		position 50% of the time
Walk	Move, traverse	The person in this position needs to
		occasionally move about inside the
		office to access file cabinets, office
		machinery, etc
Use hands/fingers to handle or	Operate, Activate, Use,	Constantly operates a computer and other
feel	Prepare, Inspect, Place, Detect, Position	office productivity machinery, such as a calculator, copy machine, and computer
	Botoot, 1 conton	printer
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop,	Occasionally ascends/descends a ladder to
	Traverse	service the lights and ceiling fans
Stoop, kneel, crouch, or crawl	Position self (to), Move	Constantly positions self to maintain
		computers in the lab, including under the
Talls/baas	Communicate Datast	desks and in the server closet.
Talk/hear	Communicate, Detect, Converse with, Discern,	The person in this position frequently communicates with students who have
	Convey, Express oneself,	inquiries about their tuition bill or financial
	Exchange information	aid package. Must be able to exchange
		accurate information in these situations
See	Detect, Determine, Perceive,	Must be able to detect funnel clouds from
	Identify, Recognize, Judge,	long distances.
	Observe, Inspect, Estimate, Assess	
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Taste/Smell	Detect, Distinguish, Determine	Occasionally must be able to distinguish
		sweet and bitter flavors when creating desserts
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Carry weight, lift	Move, Transport, Position,	Frequently moves Audio/Visual equipment
	Put, Install, Remove	weighing up to 50 pounds across campus
		for various classrooms and events needs
Exposure to work	Exposed, Work around	Constantly works in outdoor weather
		conditions.

Always add the disclaimer "this job description is subject to change at any time."