Position Title: Public Records Request Admin. Assistant  
Date: January, 2011

Reports to: Information Services/IT Manager

Department: Office of County Manager

FLSA Status: Nonexempt  
Positions Supervised: None

BASIC FUNCTION: Organize, track, coordinate and fulfill responses to requests for public records covered by the Washington Public Records Act. The Assistant will work with the requestor to clarify scope of needed information, log the request into the tracking system, and keep the requestor informed as to progress in obtaining the information. Assistant will work extensively with computer software, the IS staff and County departments to source the requested information. He or she will seek counsel and clarification from the Prosecuting Attorney’s office as to exemptions and redactions required, obtaining legal review when necessary.

MINIMUM QUALIFICATIONS: Two years of college or two years of paralegal experience. Ability to understand and comply with legal requirements of Public Records Act. Ability to write clear, grammatical correct letters and email communications. Experience working directly with members of the public to determine their needs. Demonstrated Proficiency with Microsoft Office software.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Receive, file and organize public records requests. Work with other departments to identify and review requested records. As necessary, redact personal or exempt data from individual documents, produce legally required logs and provide documents and logs to persons and organizations who which have filed public records requests.

*2. Maintain well organized records of all requests received and documents provided under the Washington Public Records Act.

*3. Provide statistics and information to the County Manager and the County Council regarding PRR volume and subject matter.

*4. Work with the Prosecuting Attorney’s office to establish a County records retention and destruction process that will support the work required under the Public Records Act.
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*5. Provide training to County employees on the duties and process for fulfilling the requirements of the Public Records Act.

*6. Stay current with the latest requirements of the public records act and act as a resource for other departments who have questions about its requirements.

*8. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Perform other duties as required under direction of the Information Services/IT Manager – Office of the County Manager.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Working knowledge of:

1. Microsoft Word and Excel
2. Browser-based (web) applications
3. Scanning and emailing documents

(B) Skills

1. Organizing documents
2. Interpret legal guidelines concerning the release of public documents.

(C) Ability to:

1. Communicate effectively, both orally and in writing; in clear, concise language appropriate for the purpose and parties addressed.
2. Provide a high level of customer service to clients in the process of responding to Public Records requests.
3. Use tact, discretion and courtesy to gain the cooperation of and establish and maintain effective working relationships with public officials, co-workers, other departments, and diverse members of the public.
4. Be responsible for the quality, efficiency and effectiveness of work performed.
5. Meet schedules, project time lines, working both independently and/or cooperatively as a member of administrative team.
6. Maintain the upmost confidentiality, as position has requirement to periodically access sensitive and confidential information in the performance of job tasks.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects up to 10 pound and must infrequently lift more than 20 pound or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This
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Position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and receive and understand written and oral communications and give written and oral instruction. The employee should be able to identify visitors and respond appropriately to visitors who are confrontational.

**EQUIPMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy machine</td>
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<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Work is performed in the usual office environment.