

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE AND SYSTEMS SPECIALIST - CLERK

Spec No. 6175

BASIC FUNCTION

To administer the department's information and public records management program in compliance with state laws, regulations, and sound records management business practices; to provide systems support and a full range of administrative duties for the assigned department or division. To be assigned to this classification, an employee must be performing the system-related duties at least 50% of the time.

STATEMENT OF ESSENTIAL JOB DUTIES

PUBLIC DISCLOSURE SPECIALIST DUTIES

1. Administers the Clerk's public records request tracking system; coordinates search and internal review of responsive records; prepares required redaction and exemption logs and correspondence related to public record requests; coordinates with other departments, the Public Records Officer, and with the Prosecutor's Office when required; monitors departmental compliance with RCW 42.56 Public Records Act.
2. Enters all relevant data regarding public records requests into the public records tracking system; sets up, manages, and maintains all related request logging and tracking systems (e.g. email, spreadsheets, databases, and data storage areas).
3. Identifies and assigns the lead Clerk manager/division and the contributing department responsible for the request by voting and consultation.
4. Takes the lead assignment as required in situations where the production of responsive records crosses multiple divisions and where there is no obvious single point of contact.
5. Monitors response due dates for the department to ensure mandated deadlines are met.
6. Prepares standard reports and requests extracts for review and analysis.
7. Provides training on records retention requirements as it relates to public records requests.
8. Serves as a member of the County's Public Disclosure Committee.

SYSTEMS SPECIALIST DUTIES

1. Assists in the installation of computer systems and maintains systems as required.
2. Trains department staff in the operation of new and revised systems; develops training manuals and aids and conducts training classes as necessary; acts as an ongoing informational resource to system users.

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE AND SYSTEMS SPECIALIST - CLERK

Spec No. 6175

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

SYSTEMS SPECIALIST DUTIES

3. Investigates data and system errors and makes corrections as necessary; contacts system vendors for assistance and information; relays information secured to users as necessary.
4. Generates scheduled reports and develops new computer reports utilizing the system's report generator.
5. Enters data on a computer terminal; sets up and maintains computer files; retrieves information from terminal; proofs and corrects work entered; purges files of obsolete or incorrect information.
6. Acts as liaison with computer operations; represents manager on task forces and committees.

STATEMENT OF OTHER JOB DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Six (6) years of general, personal, confidential or executive office or administrative assistant experience and one year of public disclosure request processing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior experience working with personal computer based systems is preferred. Typing of forty (40) wpm may be required. Must pass job related tests.

SPECIAL REQUIREMENTS

A Washington State Driver's License is required for employment.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the Public Records Act (PRA) (RCW 42.56);
- principles and practices of public disclosure under the PRA;
- federal, state, and local laws, policies, rules and regulations relating to public records disclosure;
- legal terminology;

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE AND SYSTEMS SPECIALIST - CLERK

Spec No. 6175

KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- electronic records management;
- the use of computer technology;
- office practices and procedures;
- basic bookkeeping and/or record keeping procedures.

Ability to:

- work independently;
- apply good judgment and analytical thought to problem solve;
- operate computer terminals and applied software packages;
- analyze and resolve work related problems;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing.

PHYSICAL REQUIREMENT

May be required to lift, carry, and move items weighing up to forty (40) pounds on a daily basis; daily crouching, bending, kneeling also may be required.

SUPERVISION

Employee reports to the Chief Deputy Clerk.

WORKING CONDITIONS

The work is performed primarily in an office environment, although some records research activities may be performed in records storage spaces.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1990,
Previous Spec No. 730787 as Systems Coordinator
Revised: October 2006, October 2007
Revised and Retitled: February 2016
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 – Non-Hazardous