

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PUBLIC INFORMATION AND RECORDS SPECIALIST (CS)**

Spec. No. 6378

### **BASIC FUNCTION**

To administer the Department's comprehensive data, information and records management program in compliance with state laws, regulations and good business practices; to manage, process and track public records requests; to oversee and maintain the department's electronic data management system.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Administers the public records request system; processes and tracks requests received; coordinates search and internal review of relevant records; prepares required redaction logs and letters; coordinates with other departments, the Public Records Officer and with the Prosecutor's Office when required; monitor's departmental compliance with RCW 42.56, Public Records Act.
2. Administers the department's paper and electronic records management program by analyzing users' needs for information and facilitating appropriate records processing, filing, indexing, retrieval, retention, storage and disposal.
3. Develops short and long-range goals for the department's paper and electronic records management program; establishes, implements, evaluates, and revises work plans.
4. Provides training and guidance to staff regarding record retention schedules, processing records for inactive storage or disposal, public records requests and data management.
5. Administers departmental records retention schedules and guidelines; coordinates with the State archives as required and necessary; monitors bureau wide compliance.
6. Provides departmental records and data collection support for litigation as directed; assists the Prosecutor's office by coordinating collection of information, data and records.
7. Develops, implements and maintains procedures, guidelines and controls for storage, retrieval, re-filing and tracking of inactive records; arranges facilities, packing, labeling and transfer of records.
8. Coordinates with the County's Imaging Unit as needed, to facilitate the conversion of documents to electronic media.
9. Assists internal and external users of department information and data resources by retrieving, researching, reproducing, and re-filing documents and reference materials.
10. Identifies department's essential records and determines appropriate measures to provide protection; arranges for filming, scanning or other measures to protect essential records and secure backup copies.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Maintains contact with requesters including, but not limited to, telephone and email communication, retrieving and answering voicemails and disseminating to appropriate parties, and in-person contact with requesters.
12. Advises managers and staff on various records management-related activities and issues, such as: files management; equipment use; new technology; records laws and regulations; or public disclosure requirements.

### STATEMENT OF OTHER JOB DUTIES

13. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

Associate's degree; AND two (2) years of experience responding to or coordinating responses to public records act requests per Washington State Public Records Act (RCW 42.56); or any combination of experience, education and/or training that provides the required knowledge, skills and abilities to perform the work. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

### SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening. A pre-employment physical examination may be required for employment. Candidate must be at least 21 years old at the time of application. No maximum age.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Public Records Act (RCW 42.56)
- comprehensive records management systems
- general business records and processes
- state laws and regulations regarding management of records
- micrographics, scanning, imaging and reprographic processes and techniques
- electronic records management

Ability to:

- Analyze and develop appropriate systems for records management
- communicate effectively both orally and in writing
- effectively operate office computer and use appropriate application programs

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#### KNOWLEDGE AND ABILITIES (Continued)

- establish effective working relationships with County staff, State agencies and the public

#### SUPERVISION

The employee reports to a work group lead or supervisor as assigned and may lead the work of other employees. Work is performed with considerable independence and is reviewed through status reports and meetings.

#### WORKING CONDITIONS

The work may be performed in a maximum security detention facility. The employee may be required to work various shift assignments including weekends, nights and holidays. May be required to lift items weighing approximately thirty (30) pounds. May sit at a computer 2+ hours a day.

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: January 2016

Revised: June 2018

Revised & retitled: July 2018 – removed Corrections to add CS

EEO Category: 6 – Administrative Support

Pay Grade: 311A – Corrections Support Pay Plan & 311- Law Enforcement Support Pay Plan

Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission on November 4, 2015.

Approved by the Snohomish County Civil Service Commission on May 2, 2018.

Approved by the Snohomish County Civil Service Commission on June 6, 2018.