

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE ADMINISTRATIVE SPECIALIST – HUMAN RESOURCES

Spec. No. 2418

BASIC FUNCTION

Supports the Human Resources department and County Public Records Officer (PRO) with public records requests and public disclosure functions. Administers and acts on behalf of the department in matters related to coordinating and carrying out public records request intake, assignment, and timely communication with a variety of individuals and groups.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Administers the Human Resources public records request tracking system and assists County Public Records Specialists with questions about using the system.
2. Coordinates, assigns, and tracks incoming public records requests received, as defined by the County intake procedure.
3. Enters all relevant data of public records requests into the public records request tracking system; sets up, manages and maintains all related request logging and tracking systems (email, spreadsheets, databases, and data storage areas).
4. Identifies and assigns the lead department and the contributing departments responsible for the request by voting and consultation.
5. Takes the lead department assignment as needed in situations where the production of responsive records crosses multiple departments and offices, and where there is no obvious single point of contact.
6. Corresponds with requestors, in accordance with *The Public Records Act, RCW 42.56* and the County public records procedures to acknowledge requests, to clarify unclear requests, provide responsive records, and to direct requestors when applicable to internal County information resources or external web-based information.
7. Monitors response due dates to ensure that mandated response deadlines are met.
8. Receives, logs, monitors, provides and files requested records for incoming records requests sent to Human Resources for electronic data extraction services. Logs due dates for extracts into the County's and/or department's public records request tracking system.
9. Coordinates communications with requestors, other departments and offices, the Public Records Officer, and with the Prosecuting Attorney's Office as needed.
10. Runs standard reports as scheduled and produces data extracts for analysis upon request of the Human Resources Director or designee and/or the Public Records Officer.

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE ADMINISTRATIVE SPECIALIST – HUMAN RESOURCES

Spec. No. 2418

11. Coordinates responses with the Prosecuting Attorney's Office for requests which require legal research or interpretation according to set guidelines.
12. Coordinates the department's public disclosure training program in consultation with the Prosecuting Attorney's Office and the Public Records Officer for the document research, redaction and retention application.
13. Develop and implement archives and records management training for Human Resources.
14. Develop, revise and administer archives and records management internal policies and procedures for Human Resources.
15. Assist in determining historical significance of records; assist in determining conservation and preservation measures.
16. Participate in and facilitate the transfer of department records to inactive storage and archives.
17. Maintain and report statistics; prepare reports as required.
18. Helps coordinate public disclosure request record retention classifications and schedules.
19. Serves as a member of the Public Disclosure Committee.

STATEMENT OF OTHER JOB DUTIES

20. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Six (6) years of general office experience including one year of experience processing public disclosure requests or as a paralegal; OR any equivalent combination of training or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The Public Records Act (RCW 42.56) principles and practices of public records disclosure

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC DISCLOSURE ADMINISTRATIVE SPECIALIST – HUMAN RESOURCES

Spec. No. 2418

- federal, state and local laws, rules and regulations related to public records disclosure
- legal terminology
- electronic records management
- policy writing theories and practice
- human resources information systems and structures

Ability to:

- work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public
- work independently
- communicate effectively both orally and in writing
- use tact and diplomacy
- use judgment and logical processing
- maintain effective interpersonal relationships with a diverse group of individuals
- maintain confidentiality
- operate office computer using appropriate applications and programs

SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Work is performed remotely and in an office environment. Public interaction is frequent, and some physical exertion may be required to manage physical records.

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: December 2020
EEO Category: 6 – Administrative Support
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Non-Exempt