

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PUBLIC DISCLOSURE ADMINISTRATIVE SPECIALIST – DISTRICT COURT**

Spec. No. 2368

### **BASIC FUNCTION**

Supports the District Court Presiding Judge, Director of Court Administration, and County Public Records Officer (PRO) with public records requests and public disclosure functions. Administers and acts on behalf of the District Court 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 District Court's 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 and/or GR 31.1.
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 court division and the contributing court divisions responsible for the request by voting and consultation.
5. Takes the lead court division 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 GR 31.1 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 in conjunction with assigned court divisions and offices to ensure that mandated response deadlines are met.
8. Receives, logs, monitors, provides and files requested records for incoming records requests sent to District Court for electronic data extraction services. Logs due dates for extracts into the County's and/or District Court 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.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Runs standard reports as scheduled and produces data extracts for analysis upon request of the District Court Presiding Judge, Director of Court Administration and/or the Public Records Officer.
11. Coordinates responses with the Prosecuting Attorney's Office for requests which require legal research or interpretation according to set guidelines.
12. Coordinates the District Court's public disclosure training program in consultation with the Prosecuting Attorney's Office for the document research, redaction and retention application.
13. Develop and implement archives and records management training for District Court.
14. Develop, revise and administer archives and records management internal policies and procedures for District Court.
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.

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#### KNOWLEDGE AND ABILITIES

Knowledge of:

- The Public Records Act (RCW 42.56);
- GR 31.1;
- principles and practices of public records disclosure;
- federal, state and local laws, rules and regulations related to public records disclosure;
- legal terminology;
- electronic records management;
- policy writing theories and practice.

Ability to:

- 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 reports to the District Court Presiding Judge and/or Director of Court Administration or his/her designee as assigned. Work is performed with considerable independence and is reviewed through status reports and meetings.

#### WORKING CONDITIONS

Work is performed in an office environment. Public interaction is frequent.

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: September 2014  
EEO Category: 6 – Administrative Support  
Pay Grade: 238 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous