

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC INFORMATION AND RECORDS SPECIALIST

Spec. No. 6057

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. Develops and maintains departmental records retention schedules and guidelines; coordinates with the State archives as required and necessary; monitors department 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. Assists in the management of the department's records center.
8. 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.
9. Coordinates with the County's Imaging Unit as needed, to facilitate the conversion of documents to electronic media.
10. Assists internal and external users of department information and data resources by retrieving, researching, reproducing, and re-filing documents and reference materials.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. 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.
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

1. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in Public Administration or paralegal studies or related subject area; AND two (2) years of records management experience; OR two (2) years of experience as a Records Technician and/or Records Specialist with specific duties related to public records requests; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State Public Records Act (RCW 42.56)
- comprehensive records management systems
- state laws and regulations regarding management of records
- micrographics, scanning, imaging and reprographic processes and techniques
- electronic records management
- standard office practices and procedures

Ability to:

- analyze and develop appropriate systems for records management
- communicate effectively and courteously with peoples of diverse ethnic backgrounds, both orally and in writing
- effectively operate office computer and use appropriate application programs
- develop and maintain cooperative, effective working relationships with department and county staff and the public in order to provide fullest assistance and most timely possible action on public records requests
- maintain a positive attitude with customers and provide outstanding customer service
- handle multiple and competing deadlines and priorities, organize and manage workload, and make decisions necessary to respond to records requests in an expeditious manner

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- work calmly under pressure to meet deadlines and cope with interruptions
- maintain strict confidentiality and exercise discretion and sound decision-making when handling sensitive documents

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

Work is performed primarily in an office environment.

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: April 1983 as Records Management Specialist
Previous Spec. No. 842
Revised: March 1986, March 2006, December 2019
Revised and Retitled: as Engineering Records Specialist, May 2011
Revised: March 2017, December 2019
Pay Grade: 237 – Classified Pay Plan
EEO Category: 6 – Administrative Support
Workers Comp: 5306 Non-Hazardous