

SNOHOMISH COUNTY JOB DESCRIPTION

PUBLIC RECORDS OFFICER

Spec. No. 2378

BASIC FUNCTION

Serves as the Public Records Officer for Snohomish County. Develops and administers policies and procedures and oversees compliance relating to the Washington State Public Records Act and the Public Records Disclosure chapter of county code. Responsible for the supervision of public records specialists and administrative staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Oversees compliance with the public records requirements pursuant to the Public Records Act (RCW 42.56) and serves as the subject matter expert for the county.
2. Works closely with the Prosecuting Attorney's Office and Information Technology to ensure operations are legal and consistent with the state mandated public records requirements. Manages internal reviews of complaints and appeals from public records requestors.
3. Develops and implements countywide policies and procedures within the responsibilities and authority designated in the Snohomish County Code as may be necessary to carry out the provisions of the Public Records Act.
4. Coordinates and integrates public records functions for executive departments, county council and separately elected offices.
5. Supervises the public records specialists and administrative staff; provides regular performance evaluations in addition to other personnel related tasks.
6. Assesses technology tools used to track, log, redact, extract, collect and respond to public records requests and makes recommendations for improvement.
7. Monitors department/office responses to public records requests to ensure timely fulfillment of requests and to mitigate potential liability.
8. Coordinates communications with public records requestors, media, county departments, Public Records Specialists, and the Prosecuting Attorney's Office as needed.
9. Provides an annual, written report to the county executive and county council on public records request activity, and provides periodic updates as requested.
10. Advocates for legislative changes to public records laws as needed and represents the county at related public hearings and meetings.
11. Designs, approves, and coordinates a centralized public records training program for all county employees. Mentors and coaches county public records staff on public records policies and procedures. Determines appropriate resource allocation (staffing and technology) relating to the county's public records process.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Collaborates with records management personnel to ensure that county policies and procedures provide for the efficient, economical and effective control over the management of county records production.
13. Oversees the redaction of public records, including overseeing staff who perform redactions, and reviewing redactions for legality upon request.
14. Coordinates the production of responsive records when public records requests cross multiple departments and offices and when there is no obvious single point of contact.
15. Coordinates responses with the Prosecuting Attorney's Office for requests which require legal advice or interpretation according to set guidelines.
16. Serves as chair of the Public Disclosure Committee.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree; at least five (5) years in a legal setting or public agency environment; and at least (3) years of experience processing public records requests; including at least one (1) year of management experience; OR any equivalent combination of training or similar experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Certified Public Records Officer (CPRO) credentials preferred.

SPECIAL REQUIREMENT

Successful candidate must pass a criminal background check.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Public Records Act (RCW 42.56)
- principles and practices of public records
- federal, state and local laws, rules and regulations related to public records requests
- the structure and function of the legislative, executive, and judicial branches in local, state and federal government

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KNOWLEDGE AND ABILITIES (Continued)

- Public Records Act coordination and compliance with other federal, state or local mandates for records access and controls
- organizational and political culture in which to make decisions and take action
- basic principles of planning and organization

Knowledge of:

- analytical tools and concepts
- training techniques
- state records management statutes and guidance
- technology tools used in public records processes
- records management best practices
- information storage practices and challenges
- customer service principles
- electronic records management

Ability to:

- act as a policy advisor on complex issues
- work independently as well as collaboratively
- communicate effectively both orally and in writing
- maintain effective interpersonal relationships with a diverse group of individuals
- use electronic filing, storage and retrieval systems
- organize facts and present findings, conclusions, and recommendations in a clear, concise and logical manner
- maintain confidentiality
- build trust with internal and external stakeholders
- effectively supervise direct reports
- work under pressure and maintain deadlines
- use county approved technology, applications and programs proficiently

SUPERVISION

Work is performed with considerable independence. Work is reviewed through status reports, county council briefings, and meetings with county elected officials and department directors.

WORKING CONDITIONS

Work is performed in a typical office environment.

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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: September 2017

Pay Grade: 112 – Management Exempt

EEO Category: 1 – Officials and Administrators

Workers Comp: 5306 Non-Hazardous