

# SNOHOMISH COUNTY JOB DESCRIPTION

## RECORDS SPECIALIST, SENIOR

Spec No. 6374

### BASIC FUNCTION

Responsible for ensuring compliance with state and local public records laws, managing and archiving of records, and/or maintenance of various document management systems. Will have responsibility to assign work, coordinate and manage departmental records and responses to public records requests.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as records management subject matter expert acting as a consultant and resource to department staff on the *Public Records Act* as it relates to areas of department business and service. Works with county's Public Records Officer and Prosecuting Attorney's Office staff to coordinate efforts and ensure department compliance with policies and procedures.
2. Provides lead role in assigning and scheduling staff to ensure consistency in the processing of Public Records Requests and how records are managed within the department. Responsible for consistent application of local, county and state laws.
3. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the customer's questions, problems, and complaints.
4. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or divisions; coordinates work flow within the assigned area.
5. Develops training materials and provides training to department staff regarding the Public Records Act (chapter 42.56 RCW) requirements and responsibilities for responding to public records requests.
6. Develops and maintains record retention guidelines; monitors for compliance with the Secretary of State's retention schedules; advises departmental staff on records management; trains department staff on record management systems, policies, and procedures.
7. Maintains and implements record archival, transfer, and storing procedures in accordance with state law and county code and policy.
8. Arranges for proper disposal of all records in accordance with the Secretary of State's retention schedules.
9. Provides assistance in research, and retrieval of documents and reference material for public and employees.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Provides lead role in coordinating and responding to high profile, and/or complex public records requests that include review of confidential and/or sensitive materials.
11. Reviews collected records to ensure they are responsive and complete according to the request submitted; conducts research and analysis to determine if collected records are exempt from disclosure and coordinates with legal staff for review of records anticipated to be exempt.
12. Performs electronic redactions of exempt information; creates and maintains exemption logs for public records requests.
13. Under the direction of and consultation with the county's Public Records Officer, tracks and compiles statistical data on public records requests in order to respond to budget and other inquiries.
14. Responds to and coordinates with other county departments on public records requests; coordinates responses when multiple departments have responsive records; may take lead on compilation of other records from other departments.
15. Advises and provides consultation services on records management for strategic departmental and countywide projects
16. Keeps informed regarding legislative and case law changes regarding records management and public records requests; updates staff in response to changes.
17. Oversees and ensures maintenance of scanning and viewing equipment as needed.

### STATEMENT OF OTHER DUTIES

18. Attends professional seminars, trainings, and meetings as required.
19. May perform job duties of the Records Specialist.
20. Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Associate's degree in Public Administration or related subject area; AND four (4) years records management experience including demonstrated responsibility for managing complex public records requests; OR, any combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

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### PREFERRED QUALIFICATIONS

Previous experience in responding to public records requests, including gathering, analyzing and redacting records per established policies and procedures.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- *Washington State Public Records Act (RCW 42.56) and related privacy laws and regulations*
- *Washington State Records Retention Schedules*
- *Washington State Preservation and Destruction of Public Records (RCW 40.14)*
- litigation discovery practices
- comprehensive paper and electronic records management systems
- electronic data management and permit tracking databases, micrographics, scanning, imaging, and reprographic processes and techniques
- Microsoft Office Suite and other software programs
- standard office practices and procedures

Ability to:

- 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
- follow oral and written instructions
- communicate effectively and courteously with peoples of diverse ethnic backgrounds, both orally and in writing
- develop and deliver training on records management
- work with complex records and information involving application and interpretation of rules, regulations, and policies
- analyze large volumes of complex information under strict deadlines
- handle multiple and competing deadlines and priorities, organize and manage workload, and make decisions necessary to respond to records requests in an expeditious manner
- 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
- maintain integrity of records demonstrating a high degree of accuracy and organizational skills including documenting information research, practices, and resources
- develop organizational systems for management of paper and electronic records

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### SUPERVISION

Employee receives limited supervision from a supervisor as assigned. The supervisor establishes objectives, priorities and deadlines. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies, and accepted practices. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained.

### WORKING CONDITIONS

The work is performed in an office environment, but may require visits to remote locations and records storage locations. Lifting and carrying is required up to thirty-five pounds frequently and up to fifty-five pounds occasionally. May be required to walk up to five blocks to reach storage sites and to retrieve files in inclement weather. Required to push cart to storage units and push over carpets, concrete, and aggregate surfaces. Ladders/step stools are used to access boxes.

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 2014  
Revised: April 2017, July 2018  
EEO Category: 6 – Administrative Support  
Pay Grade: 238 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous