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## Public Records Analyst - City of Issaquah ( Job # 17-0069)

Minimum Salary: **\$4,928.00 per month**

Maximum Salary: **\$6,290.00 per month**

Employment Type: Full Time

Department: City Clerks Office

**Closes: December 11, 2017 at 5:00 PM**

(Open to current employees and the general public.)



### Summary

Are you looking for an opportunity for professional development? Do you want to want to make a difference in your community? Then consider joining our team!

The City of Issaquah is seeking a strategic, independent, and knowledgeable individual to fill the position of Public Records Analyst. This is a unique opportunity for the right candidate to grow a public records management program in a changing technological environment. The incumbent will work within a strong team environment to develop and implement City-wide records management processes and improve upon existing processes. The City Clerk's Office works closely with City employees, elected officials, and the public to provide excellent customer service and strives to be the premier clerk's office in Washington State.

This position works under the direction of the City Clerk to analyze, process and respond to public records requests. The incumbent receives and reviews requests, communicates with requestors for clarification when needed, and collaborates with Departments to coordinate a timely and appropriate City-wide response. The Public Records Analyst works closely with the City Clerk and City Attorney to evaluate exemptions, make appropriate redactions and to maintain exemption logs and statistics to substantiate compliance with the Public Records Act requirements, the Model

Rules, and City policy. This position provides training on public records compliance and contributes to the development and implementation of records related policies and best practices. The incumbent will frequently deal with complex, confidential, and sensitive information and must be able to do so with tact and discretion.

Come join our team! Our mission: We enhance lives through public service.

**Must be able to pass pre-employment criminal background screening. The applicant selected for this position will be fingerprinted, per Issaquah Police Department requirements.**

#### **Essential Functions**

- **Coordinates timely and appropriate responses to public disclosure requests.**
- **Maintains an information tracking log, documentation, and statistics to substantiate compliance with Public Records Act requirements, the Model Rules, and internal City policy.**
- **Administers the public disclosure software used for on-line requests and tracking.**
- **Administers the City-wide email archive system for search queries and retention purposes.**
- **Conducts complex technical search queries across a variety of technology platforms.**
- **Provides training on public records compliance and advises City employees, elected and appointed officials regarding the requirements of the Public Records Act and City practice when maintaining and releasing records.**
- **Communicates with requestors to ensure timely and full assistance on public disclosure requests. Clarifies and prioritizes elements of the request, estimates reasonable timeframes for response, and memorializes these communications in writing.**
- **Provides preliminary research on the location of responsive records, and collaborates with departments on production of records responsive to requests. Establishes timeframes for responses. Coordinates assembly of multi-departmental responses.**
- **Reviews collected records to ensure they are responsive, complete and in accordance with the request submitted to the City.**
- **Conducts research and analysis to determine if collected records are exempt from production and coordinates with the City Attorney for review of records determined to be exempt. Redacts exempt information before releasing records.**
- **Develops and maintains a variety of performance measures documenting volumes and complexity of requests and work effort required to comply with State law, policies and procedures.**
- **Assists the City Attorney in establishing and maintaining legal holds and collects records in response to litigation and discovery requests.**
- **Provides backup, as needed, for other functions of the City Clerk.**
- **Performs special projects in support of the City Clerk, City Attorney, and/or the Office of the Mayor.**
- **Provides routine updates on the status of requests and performance measures.**
- **Reports on public disclosure operations and documentation during State audits.**
- **Conducts research, formulates recommendations and implements adopted policies and procedures, including but not limited to records, retention, and technology platforms.**

#### **Work Environment**

**Work is performed primarily in an office setting requiring sitting for extended periods of time; however, work also requires the ability to attend meetings and do onsite visits. May lift or move items weighing up to 40 pounds and may climb or work from step ladders.**

## Qualifications

### Education and Training

- **Bachelor's degree or equivalent in records/information management library science, business or related field.**
- **Three (3) years of progressively responsible clerical experience, including one (1) year of records management experience in a public-sector environment.**
- **Any combination of relevant education and experience that would demonstrate knowledge, skill and ability to perform the essential duties and responsibilities listed above.**

### Licensing and Certification

- **Public Records Officer Certification or ability to obtain within one (1) year.**
- **Paralegal Certification is preferred.**

### Knowledge, Skills, and Abilities

- **Knowledge of records management and public disclosure laws, regulations, and policies.**
- **Knowledge of the techniques needed to develop and deliver an internal training program.**
- **Knowledge of project management.**
- **Skill in gathering records, organizing information and providing timely responses.**
- **Skill in communicating both orally and in writing.**
- **Ability to work in a complex records and information environment involving application and interpretation of rules, regulations and policies.**
- **Ability to analyze large volumes of complex information under strict legal deadlines.**
- **Ability to maintain strict confidentiality and exercise discretion and sound decision making when handling sensitive documents.**
- **Ability to conduct file and document searches in electronic and paper document filing systems.**
- **Ability to work with technical staff to access records in electronic file formats from various storage systems.**
- **Ability to communicate with customers and to form relationships.**
- **Ability to document information regarding research, practices and resources.**
- **Ability to handle multiple and competing deadlines and priorities, organize and manage workload, and make decisions necessary to respond to information requests in an expeditious manner.**
- **Ability to work cooperatively and respectfully with the public and staff.**
- **Ability to develop and deliver training to department staff on public records compliance and records retention.**

## Attachments

### Location

**ISSAQUAH CITY HALL**

**130 E Sunset Way  
ISSAQUAH, WA 98027**

**The City of Issaquah is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, national origin, sex, age marital status, veteran status, sexual orientation , genetic information or the presence of disability.**