

# CITY OF OCEAN SHORES

# JOB DESCRIPTION

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***Title:*** ***Public Records Assistant, Part-Time***  
***Reports To:*** ***City Clerk***  
***Starting Salary:*** ***\$16.00 - \$18.00 per hour, DOE***  
***Non-Union Represented / No Benefits***

## **Job Objectives:**

The Public Records Assistant will work with the City Clerk/Public Records Officer, elected officials, City employees, and members of the public to ensure that public records are organized and maintained per the State records retention schedule and that responses to public disclosure requests comply with the Public Records Act (RCW 42.56).

The Public Records Assistant needs a high level of expertise, discretion, and independence to manage public records and public records requests from start to finish by coordinating requests, searching for and organizing records, organizing and filing records, maintaining databases, reviewing and analyzing documents, and maintaining effective communications internally and with the public. This position reports to the City Clerk/Public Records Officer.

## **Job Location and Equipment Utilized:**

Work is primarily performed in an office environment utilizing a computer, photocopier/scanner, printer, label maker, and other standard office equipment. At times, the Public Records Assistant will perform work in the City's offsite records vault or in the City's offsite storage facilities.

## **Essential Job Functions:**

- ◆ Independently analyze and interpret scope of public records requests.
- ◆ Respond to and communicate with requestors in writing or verbally; seek clarification on unclear or large requests.
- ◆ Identify record holders and locations of records, determine best strategy to collect all responsive documents from document custodians.
- ◆ Interpret request to generate search terms for electronic searches and conduct searches using City information systems and tools.
- ◆ Analyze and review records for responsiveness.
- ◆ Consult the City Clerk/Public Records Officer and the City Attorney on complex requests or on applying exemptions.
- ◆ Determine scope of redactions allowed by state law on exempted information, apply redactions on records for release, and generate exemption log or redaction log.
- ◆ Produce responsive documents in a format consistent with State laws or model rules.
- ◆ Coordinate print/copying jobs with other departments or with City-contracted printing vendors as needed.
- ◆ Schedule and monitor on-site records inspections by requestors.

- ◆ Keep complete and orderly files and documentation of disclosure activities from time request is opened until completion.
- ◆ Coordinate requests with other City departments.
- ◆ Attend all mandatory and required training on public records, disclosure, records management and others.
- ◆ Transport files from City offices to offsite storage locations and vice versa.
- ◆ Creating new files and storage boxes using the City's current filing system.
- ◆ Scanning and photocopying documents.
- ◆ Renaming and organizing scanned documents for essential records backup and archiving.
- ◆ Uploading electronic documents on the City's FilePro site.
- ◆ Organizing files into boxes by record type and retention schedule.
- ◆ Preparation of Records Inventory Worksheets.
- ◆ Preparation of files for the Washington State Archives.
- ◆ Perform various administrative support and other duties as required.

**Required Knowledge, Skills and Abilities:**

Requires knowledge of general office equipment, advanced filing methods, and physical ability to perform thoroughly and accurately the scope of responsibility.

- ◆ Work a flexible schedule.
- ◆ Knowledge of English, spelling, grammar, vocabulary and punctuation.
- ◆ Effective written and oral communication skills.
- ◆ Excellent organizational skills.
- ◆ Attention to detail.
- ◆ Possess excellent customer service skills.
- ◆ Ability to operate a personal computer with Microsoft Office Suite and Adobe Acrobat software.
- ◆ Ability to learn and to use ImageFlow and iCompass records management software.
- ◆ Ability to effectively handle details with excellent follow-through skills.
- ◆ Ability to maintain confidentiality of materials and situations.
- ◆ Ability to make and meet deadlines.
- ◆ Ability to coordinate assignments, prioritize work, and deal with interruptions and changes.
- ◆ Ability to create files using the established filing, naming, and numbering system.
- ◆ Ability to work independently from general instructions.
- ◆ Ability to establish and maintain positive and effective working relationships with supervisors, coworkers, City officials, other government entities, and the general public.

**Required Physical Traits:**

- ◆ Requires visual and hearing acuity and manual dexterity to proficiently operate a computer and other office equipment.

- ◆ Requires visual acuity to accurately read file labels and numbering.
- ◆ Requires manual dexterity to create and to maintain files.
- ◆ Requires ability to routinely lift a minimum of 30 pounds.
- ◆ Requires ability to stand and to extend arms overhead to retrieve and to replace files.
- ◆ Requires ability to kneel and to bend to retrieve and replace files.
- ◆ Requires ability to sit for extended periods of time.
- ◆ Requires ability to transport filing boxes between City buildings and storage facilities.

**Qualifications:**

- ◆ High school diploma or equivalent.
- ◆ A combination of education, training, experience which demonstrates knowledge, skills and abilities required to perform all essential job functions.
- ◆ A valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

**Desired Qualification:**

- ◆ 2+ years of legal, government, or equivalent experience.