



Snohomish County

Public Disclosure and Systems Specialist

SALARY	\$30.26 - \$36.74 Hourly \$5,244.41 - \$6,368.92 Monthly \$62,932.92 - \$76,427.04 Annually	LOCATION	Everett, WA
JOB TYPE	Full-Time	JOB NUMBER	2023-01574 PDSS DECEMBER
DEPARTMENT	Clerk	DIVISION	Clerk Administration
OPENING DATE	12/12/2023	CLOSING DATE	12/20/2023 11:59 PM Pacific

Description

The Public Disclosure and Systems Specialist responsibilities are to:

- Analyze, process, and respond to requests for public records for the Clerk's Office.
- Seek out clarification and additional information when necessary and determine the appropriate records that should be released or exempted from disclosure under the Public Records Act, state law, court rules and County policies and procedures.
- Regular consultation and collaboration with the Prosecuting Attorney's Office and County's Public Records Officer.
- Track request timelines to ensure the Clerk's Office is in compliance with the Public Records Act, and to review and analyze documents and files to ensure they're responsive and redact as needed.
- Adhere to requirements of Washington State's Public Records Act and Washington State Court Rule GR 31, as well as Federal and local laws that govern the processing of public records.
- Meet strict deadlines for responding to Public Records Requests.
- Provide support in administrative duties such as:
 1. Investigating data and system errors – making corrections as necessary
 2. Running and posting scheduled reports
 3. Maintaining the Clerk's Office website
 4. Purchasing of supplies and equipment
- Assist and back up the Technology Support Specialist with tasks such as:
 1. Installation of computer systems and peripherals
 2. Supporting staff with software and hardware issues
 3. Training staff in the operation of new and revised systems

The ideal candidate for this position should have experience working with complex records/information and have an understanding of Public Records with the ability to collect and produce responsive records. Additionally, the candidate should have the ability to interpret rules, regulations, policies and have knowledge related to technology support, maintenance, operation and administration of systems, networks, and desktop devices.

The candidate must be an effective liaison with excellent customer service support and communication skills, and the ability and desire to communicate effectively with diverse audiences and stakeholders.

Once fully trained, this position may have the option to work remotely 1 day per week to work on public records requests.

BASIC FUNCTION

To administer the department's information and public records management program in compliance with state laws, regulations, and sound records management business practices; to provide systems support and a full range of

administrative duties for the assigned department or division. To be assigned to this classification, an employee must be performing the system-related duties at least 50% of the time.

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

PUBLIC DISCLOSURE SPECIALIST DUTIES

1. Administers the Clerk's public records request tracking system; coordinates search and internal review of responsive records; prepares required redaction and exemption logs and correspondence related to public record requests; coordinates with other departments, the Public Records Officer, and with the Prosecutor's Office when required; monitors departmental compliance with RCW 42.56 Public Records Act.
2. Enters all relevant data regarding public records requests into the public records tracking system; sets up, manages, and maintains all related request logging and tracking systems (e.g. email, spreadsheets, databases, and data storage areas).
3. Identifies and assigns the lead Clerk manager/division and the contributing department responsible for the request by voting and consultation.
4. Takes the lead assignment as required in situations where the production of responsive records crosses multiple divisions and where there is no obvious single point of contact.
5. Monitors response due dates for the department to ensure mandated deadlines are met.
6. Prepares standard reports and requests extracts for review and analysis.
7. Provides training on records retention requirements as it relates to public records requests.
8. Serves as a member of the County's Public Disclosure Committee.

SYSTEMS SPECIALIST DUTIES

1. Assists in the installation of computer systems and maintains systems as required.
2. Trains department staff in the operation of new and revised systems; develops training manuals and aids and conducts training classes as necessary; acts as an ongoing informational resource to system users.
3. Investigates data and system errors and makes corrections as necessary; contacts system vendors for assistance and information; relays information secured to users as necessary.
4. Generates scheduled reports and develops new computer reports utilizing the system's report generator.
5. Enters data on a computer terminal; sets up and maintains computer files; retrieves information from terminal; proofs and corrects work entered; purges files of obsolete or incorrect information.
6. Acts as liaison with computer operations; represents manager on task forces and committees.

STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

Minimum Qualifications

Six (6) years of general, personal, confidential or executive office or administrative assistant experience and one year of public disclosure request processing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior experience working with personal computer based systems is preferred. Typing of forty (40) wpm may be required. Must pass job related tests.

SPECIAL REQUIREMENTS

A Washington State Driver's License is required for employment.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- the Public Records Act (PRA) (RCW 42.56);
- principles and practices of public disclosure under the PRA;
- federal, state, and local laws, policies, rules and regulations relating to public records disclosure;
- legal terminology;
- electronic records management;
- the use of computer technology;
- office practices and procedures;
- basic bookkeeping and/or record keeping procedures.

Ability to:

- work independently;
- apply good judgment and analytical thought to problem solve;
- operate computer terminals and applied software packages;
- analyze and resolve work related problems;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing.

PHYSICAL REQUIREMENT

May be required to lift, carry, and move items weighing up to forty (40) pounds on a daily basis; daily crouching, bending, kneeling also may be required.

SUPERVISION

Employee reports to the Chief Deputy Clerk.

WORKING CONDITIONS

The work is performed primarily in an office environment, although some records research activities may be performed in records storage spaces.

Agency

Snohomish County

Address

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

Phone

(425) 388-3411

Website

<http://www.snohomishcountywa.gov/2553>

Public Disclosure and Systems Specialist Supplemental Questionnaire

***QUESTION 1**

Please describe your experience in records management and working with complex records/information and public records, as well as interpreting rules, regulations and policies.

***QUESTION 2**

Please describe your experience in technology and resolving problems related to technology support such as basic maintenance of computers/laptops, and trouble-shooting hardware, software, and system issues.

* Required Question