

## JEFFERSON COUNTY RURAL LIBRARY DISTRICT

### JOB DESCRIPTION

#### **CLASSIFICATION TITLE: PUBLIC RECORDS ANALYST**

#### **CLASSIFICATION SUMMARY:**

This position facilitates District-wide compliance with the Public Records Act (PRA). Duties include but are not limited to: managing intake, tracking, collection, and delivery of responsive records for PRA requests; reviewing, redacting, and identifying exemptions in responsive records; and working with District administration on records management functions and projects, especially as they relate to storage and destruction, public disclosure, litigation hold, and discovery functions. Careful attention to detail is required in all areas. Work is performed under the general supervision of the Library Director/Public Records Officer.

#### **PRIMARY DUTIES:**

*(The following are not intended to serve as a comprehensive list of all duties performed in this classification and are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).*

#### **PRIMARY DUTIES**

- Respond to, process, track, and deliver responsive records for Public Records Act requests on behalf of the District/Public Records Officer.
- Interpret/clarify requests, including communication and coordination with District staff, Board, and/or requestors as needed.
- Review records for responsiveness and exemptions; perform redactions and create withholding log; deliver records to requestor.
- Provide subject matter expertise in record management best practices, document retention schedules, archiving, etc. for District records.
- Assist Public Records Officer with updating District public records policies and practices, managing PRA request tracking system, and creating/submitting annual reports to the Joint Legislative Audit and Review Committee (JLARC).

#### **KNOWLEDGE AND ABILITIES:**

*(Depending on the work assignment, some or all of the following may apply).*

#### **Knowledge of:**

- Washington State Public Records Act (RCW 42.56)
- Washington Secretary of State Common Records Retention Schedule (CORE)
- Current communication technologies, including virtual meeting, social networking, and web-based tools.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

- Interpersonal skills using tact, patience, and courtesy.
- Information privacy/security policies and law.
- Record-keeping techniques.

**Ability to:**

- Search for and gather records responsive to PRA requests ensuring that records are collected in an unredacted and unaltered state.
- Manage intake process of PRA requests, including communications to meet legal deadlines.
- Communicate and meet with record holders and requestors to facilitate responses while providing excellent customer service.
- Provide technical assistance to District staff with identifying requested information, especially in the retrieval of electronic and metadata.
- Evaluate, analyze, and make recommendations regarding public disclosure requests and records management.
- Organize and maintain files for the District using appropriate manual and computerized indexes and information systems.
- Analyze, recommend, and implement improvements to records management systems including managing record series, indexes, and inventory control to enable efficient access.
- Manage records in accordance with retention guidelines according to the Washington Secretary of State Common Records Retention Schedule (CORE).
- Assign retention periods and dispositions of records from schedule to varied records series.
- Serve as subject matter expert in records management for the District.
- Lifts and moves boxes of records as needed.
- Prepare and scan paper records to electronic format to store in a central document repository with appropriate metadata indexing for the record series type. Review files for content, organization, and identification. Assist in the preparation of materials to be archived and transferred to the appropriate storage location or the designated vendor.
- Collaborate with District staff to effectively coordinate and communicate procedures, processes, and policies for managing documents.
- Coordinate with the Public Records Officer to comply with internal policies and State law.
- Perform other related duties as assigned that are within the scope of this position classification.
- Communicate and represent the mission, vision, and values of the organization.
- Multitask and work in a busy environment with frequent interruptions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little or no direction.
- Communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree with major coursework in public administration or information/data science AND a minimum of one year of experience in records management/public records request fulfillment while working for government agency OR a combination of education, training, and experience which would provide the required skills, knowledge, and ability to perform the job as determined by the District.

**REQUIRED LICENSES OR CERTIFICATIONS:**

Valid Washington State Driver's License

**PREFERRED LICENSES OR CERTIFICATIONS:**

Washington Association of Public Records Officers Certification  
Records Management Certification

**WORK ENVIRONMENT:**

Work is generally performed inside an office environment with sitting for long periods of time, utilizing standard office equipment. The noise level in the work environment is usually moderately quiet. May have some exposure to upset customers. This position typically requires movement around the office, reaching, pushing, grasping, finger dexterity, hearing, seeing, and repetitive motions. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.