

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **PUBLIC RECORDS COORDINATOR**

**Department:** County Attorney  
**Pay Grade:** 107  
**FLSA Status:** Non-Exempt  
**Job Class:** 6020  
**Risk Code:** 8820

#### **JOB SUMMARY**

Under the direction of the County Attorney, the Public Records Coordinator oversees the County's public records program. In compliance with the rules and regulations governing public records, the Public Records Coordinator analyzes, processes, and responds to public records requests submitted to the County and assists with document retention and destruction. The Public Records Coordinator, in consultation with the County Attorney's Office, evaluates whether any record or part thereof is exempt, redacts records as necessary, maintains appropriate redaction and exemption logs, and responds to requests. This position is responsible for performing a variety of responsible paraprofessional assignments requiring a high degree of thoroughness and accuracy within established time constraints.

#### **ESSENTIAL JOB FUNCTIONS**

- Work closely with IT to retain, produce, and dispose of electronic records.
- Receive, process, and respond to requests for public records in compliance with applicable laws, rules and regulations.
- Maintain public records request tracking system to monitor timely review and response from departments.
- Review email archives for email communication responsive to requests.
- Provide regular and ongoing consultation and direction to other departments on the requirements of the Public Records Act, records retention policies, and related County policies.
- Review responsive records for exempt information and apply redaction prior to release.
- Prepare and maintain appropriate redaction and exemption logs.
- Advises departments on retention schedules and participates in County decision-making for issues such as storage and disposal.
- Maintain knowledge of changes in case law and legislation regarding records management and public records requests; update staff in response to changes.

- Facilitate scheduled records management meetings.
- Advises County staff in records management practices and retention guidelines, including inactive records storage and disposal.
- Coordinates with the State Division of Records Management to establish new records retention schedules and to ensure the appropriate disposition of records eligible for destruction. Serves as the County's liaison (RMLO) with the State Division of Records Management.
- In addition to the job responsibilities specifically related to public records, provides paraprofessional support to the Office of the County Attorney, including but not limited to the preparation of memoranda and other communication; the completion of related legal forms and reports; the maintenance of narrative and statistical information; the compliance and accuracy of case files and records; and related research.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent; and 2 years' experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Certificates in Records Management preferred.
- Possess and maintain the Certified Records Manager (CRM) designation within 2 years of hire.

#### **Knowledge, Skills and Abilities:**

- Knowledge of department policies and procedures.
- Knowledge of modern office practices and procedures.
- Skill in utilizing a personal computer and various job-related application software programs.
- Skill in verbal and written communication.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to organize and communicate effectively.

- Ability to establish and maintain working relationships with County officials, fellow employees, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to study manual work process to determine most effective methods for essential tasks.
- Ability to work independently under the direction of the County Attorney or designated staff.
- Ability to communicate tactfully and effectively with local government officials, County employees, members of the general public, and other governmental entities.
- Ability to speak intelligently and prepare highly complex written legal material.
- Ability to work under pressure and meet deadlines.
- Thorough knowledge of the English language and high degree of grammatical, punctuation, and spelling skills.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

#### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*