

	A	B	C	D	E	F	G
1	WHERE: STATE COUNTY CITY	TYPE OF RECORDS	TASK DESCRIPTION OVERVIEW	DETAIL DESCRIPTION	SECONDARY FUNCTION	EXPERIENCE/ QUALIFICATIONS	EDUCATION
2	Public Sector	Records Management Specialist	As a Records Management Specialist in the Public Sector, your primary responsibility is to oversee the proper handling and storage of important records and information. This includes organizing, cataloging, and preserving documents in both digital and physical formats to ensure they can be easily accessed when needed. You'll work closely with other departments to develop and implement policies and procedures that meet regulatory compliance standards while also optimizing efficiency. In addition to managing records, you'll also be responsible for training staff on proper record-keeping practices and ensuring that all employees understand their roles in the process. Your expertise in managing data will also be applied for the destruction of outdated records and development of a long-term retention schedule to ensure storage costs are minimized. As a Records Management Specialist, your attention to detail and meticulousness will contribute to the seamless operations within the organization. This Records Management Specialist job description highlights the essential tasks that come with this crucial role.	Organize and manage physical and electronic records in compliance with legal requirements. Develop and maintain policies, procedures, and guidelines for record keeping. Educate and train staff on proper record keeping practices and policies. Conduct audits and assessments to ensure compliance and accuracy of record keeping systems. Identify and address risks and issues related to confidential and sensitive information. Coordinate with other departments and agencies to establish standard record keeping practices. Monitor and evaluate the performance of record keeping systems and make recommendations for improvements. Dispose of records in accordance with legal and organizational requirements. Develop and implement disaster recovery plans for critical records. Maintain up-to-date knowledge of record keeping regulations and industry best practices.		how to manage paper and electronic records efficiently, keep them organized, and follow legal requirements for secure storage and retrieval. Additionally, good communication skills and attention to detail are often required	you'll need at least a high school diploma or GED, but some employers require a bachelor's degree in a related field like library science or information management. Having experience in records management or a related field is also important: entry-level positions like data entry or administrative support.
3							
4	LINKED IN	GENERAL OVERVIEW	A Records Clerk, or Filing Clerk is responsible for maintaining the records and filing systems in an organisation. Their primary duties include creating new records, updating existing records and creating statistics for their employer. A public records clerk manages and maintains public records within a government agency or organization. Their duties include record management, data entry, handling requests, filing and retrieval, documenting changes, adhering to laws, providing customer service, archiving and disposal, maintaining confidentiality, and using technology tools to efficiently organize records. They also ensure compliance with laws and regulations	A public records clerk is responsible for processing requests for public records from individuals, organizations, or other agencies. This may involve searching for, locating, copying, scanning, or emailing the requested records, or directing the requester to the appropriate source. A public records clerk also ensures that the records are accurate, complete, and up to date, and that they comply with the relevant laws and regulations regarding confidentiality, retention, and disposal. Additionally, a public records clerk may create, organize, index, or archive new or existing records, using various systems and tools such as databases, software, or scanners.		A public records clerk also needs to have strong skills in communication, organization, attention to detail, problem-solving, and time management. Furthermore, a public records clerk should be familiar with the types and formats of public records, the laws and policies governing them, and the systems and tools used to manage them.	To become a public records clerk, one typically needs a high school diploma or equivalent, and some relevant work experience in a clerical, administrative, or customer service role. However, some employers may prefer candidates who have an associate's degree or a certificate in records management, information technology, or a related field.
5							
6	City of Burien Washington	Legal: City Attorney	Oversees & Implements Citywide Records Management; Assures Compliance with state code/ Model Rules/ City Ordinances. Works & Co-Ordinates/ Evaluates whether record is exempt - redacts and maintains redaction exemption logs. Procedures must be kept current	Develop/implement/maintain procedures, guidelines and controls for storage, retrieval, tracking and filing active/inactive & destroy according to Retention Schedule. Must maintain & apprise of all current changes in case law/legislation RE Records Management/ Disclosure and keep staff apprised of changes. Provide Regular/On Going Consultation/Training and Direction to staff & other department. Work with ITS to retain/produce/dispose of records. Maintain membership in Public Records Officers	Perform other duties. Facilitate schedule records management meeting. Serve on & participate in various employee committees.	Good interpersonal relation skills and skill sets to determine confidential or sensitive information. Statute savvy. Thrive in a high degree complexity and be innovative. Must possess Discretionary Skills. Research techniques & information compilation skills. Thrive in a high degree complexity and be innovative. Must possess Discretionary Skills. General Local Government Practices. Extensive knowledge of modern office practices, procedure and equipment. Must have good writing skills and demonstrate project management skills	Complete Annual Training with WAPRO (Washington Association of Public Records Officers. Statute savvy. College level course work: records/information management, library science, business or related field. 3 year minimum work experience co-ordinating/administering public records disclosure or education/training/practice. Certificate in paralegal studies and Records Management preferred
7							
8							

	A	B	C	D	E	F	G
9	Lewis County Washington	Sheriff's Department	Under limited supervision, performs highly skilled, confidential, and technical records management and records-related customer service functions; receives, processes, and fulfills public records requests; interacts with the public and requesting parties to fulfill requests; and performs other related duties as assigned.	Interacts with the public to receive and clarify requests and/or improve the means of receiving requests. Coordinates with employees, departments, and offices to locate responsive records; conducts research using technical and manual means to locate all necessary and related records, documents, and files. Reviews and redacts records under supervision of a Civil Deputy Prosecuting Attorney, the Office Manager/Supervisor, and within Washington law. Transmits records and exemption logs to public or requesting parties; may interact with the media related to records requests. Coordinates records responses with other county agencies, and may assist other agencies' staff in responding to the request. Prepares and/or drafts correspondence, news releases, statements, resolutions, contracts, reports, forms, electronic newsletters, rosters, and/or other departmental documentation. Updates and maintains departmental records, personnel files, policy manuals, and filing systems; purges archived records in accordance with established retention guidelines	Coordinates and conducts special projects as assigned. Develops new or updated protocols for information collection and documentation to improve records request fulfillment processes and procedures.	County policies and procedures. Office/Department operations, policies, and procedures. General office equipment. Standard software application. Washington public records laws and procedures. Various types of legal documents relative to departmental operations. Establishing and maintaining effective working relationships with other staff, County departments and officials, court personnel, outside agencies, and the general public. Conducting detail-oriented research. Preparing correspondence and reports. Computer-based research such as database queries and MS Office applications. Communicating effectively verbally and in writing.	Associate's Degree in Paralegal Studies or related field; AND three (3) year's records management or similar paralegal experience. Must either be certified as a Washington public records officer or be capable of obtaining such certification. A Notary Public License may be required. Must be able to pass background check sufficient to access law enforcement and criminal records and records/information management systems or databases
10							
11	City of Redwood California	Police Department	Plan, organize, direct and review activities in Records Section. Provide Administrative & technical staff assistant. Represent the department and interface with internal & external customers at all job levels	Direct maintenance of departmental record-keeping system in accordance with legal requirements. Develop, implement and modify clerical and informational systems and procedures to improve operations and comply with changes in policy or new legislation. Apply laws, court decisions, rules and regulations on the use and confidentiality of police records implement training and procedures to ensure compliance; and approve release or inspection of police reports. Perform the most difficult tasks related to police records. Research, collect data, and prepare a variety of comprehensive statistical and written reports as required. Supervise, train, evaluate, and schedule the work of employees. Resolve operational conflict between personnel and service recipients at the field level.	Perform related duties as assigned. Assist in preparation of department budget. Supervise the processing & maintenance of police reports/records. Monitor and ensure proper working conditions for all automated systems and programs for maximum efficiency and use. Monitor departmental cash handling procedures. Supervise inventory control and accountability for records. Serve as departmental Custodian of Records and appear in court as necessary. Attend meetings and represent the department as a liaison as required by the Division Commander. Work with local, state, and federal agencies in criminal justice matters. Work with other department personnel and the public in the areas of assigned functional responsibilities	Dispute resolution skills. Principles, codes, regulations, and laws governing records maintenance, management and destruction in a police department. Operational and procedural methods used in public safety records maintenance systems. Computer-based records systems. Methods and techniques of supervision and training. Principles of office management, supervision, training, and evaluation. Criminal justice system and processes. Multi-Tasking. Must be able to work independently & as part of a team. Must have innovative/ problem solving skills and discretionary judgment inclusive of stressful situations. Must understand records management laws/regulations/ rules & apply	Interpreting oral and written materials, including reading and listening to abstract or directive instructions, and applying that information correctly to practical circumstances. Five years of technical experience in police records work, with significant experience in a supervisory capacity. Equivalent to completion of the twelfth grade, supplemented by specialized college level courses in records management or criminal justice.
12							

	A	B	C	D	E	F	G
13	Manatee County Florida	Sheriff's Department	Manages sizable, complex or non-routine public records requests from within and outside the agency. Documents and tracks all dates relevant to public records requests; corresponds with parties requesting public records; and prepares written cost estimates in connection with public records requests. Manages retention and distribution of digital evidence items in addition to completing the review and redaction for public record requests of all audio/video files.	Collaborates with agency personnel to ascertain the volume and nature of responsive records; identifies confidential, exempt and sensitive information in responsive records; and performs and coordinates redaction of confidential, exempt, and sensitive information. Utilizes agency software to identify, organize and redact public records; provides guidance to the Public Information Officer and Records Unit; and reviews General Orders, policies, procedures and manuals to ensure compliance with public records law. Remains current on laws, rules and policy potentially impacting public records; maintains and updates list of exemption to public records per Florida law. Provides information, assistance, and services to the general public, employees, and others in person, by telephone or by other forms of communication. Prepares and maintains written correspondence as required. Performs routine computer-related duties including data entry and retrieval. Performs routine clerical, scanning and filing duties. Maintains accurate records of office files, libraries and inventory files. Successfully completes all assignments to duties as specifications, within specified timeframe and budget as directed and in accordance with agency policies and regulations. Performs other related duties as assigned.	Knowledge of proper grammar, punctuation and spelling. Knowledge of Public Records Law and requirements. Skill in the use of office equipment including computers and various software applications. Skill in research including Internet usage. Knowledge of proper grammar, punctuation and spelling. Knowledge of Public Records Law and requirements.. Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards. Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team meetings, working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made. Follows standard office procedures, safety policies and procedures and agency General Orders. Maintains good interpersonal relations (the manner in which the employee responds emotionally and verbally) with the public, other employees, and supervisors	Ability to review documents for accuracy, completeness, and compliance; compile data and information for reports; compose letters and memoranda; explain policies and procedures. Ability to maintain effective working relationships with employees, other agencies and the public. Ability to communicate effectively verbally and in writing. Ability to work with and meet required deadlines utilizing time management. Ability to gather and analyze research data such as statutes, decisions, and legal articles, codes and documents.Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks and assignments. Ability to perform other clerical duties such as filing, answering the phone and/or compiling correspondence.. Skill in the use of office equipment including computers and various software applications	High school diploma or equivalent (GED) required. 2 or more years work experience in public records, records management, records compliance or legal environment preferred. Experience with audio/video software preferred.35 WPM typing required.Valid Florida driver license required.
14							
15							
16	Pasco County Florida	School District	Assumes the primary responsibility for accepting, processing, and responding to subpoenas, public records requests, media requests, and other forms of requests to produce. This function includes the application of state, federal, and local laws, policies, and rules as they pertain to maintenance and production of district records.	Coordinate the district's response to subpoenas, public records requests, media requests, and there requests to produce. Retrieve, review, and redact requested district records in a manner consistent with local, state, and federal laws, policies, and rules. Coordinate and document all incoming records requests, as well as any associated timelines or deadlines for complete on time. Collaborate with internal stakeholders as needed to gather and evaluate records that are responsive to records requests. Communicate with requesting organizations or individuals to acknowledge receipt of records requests. Provide the estimated length of time and the estimated costs for production of requested records; collect any identified costs or fees associated with a records request. Arrange delivery of requested records once any identified costs or fees are paid. Maintain public records request tracking system to monitor Timely review and response from departments. Prepare and maintain appropriate redaction and exemption logs. Notify the Public Information Officer of any records requests that are unusual, voluminous, and/or controversial in nature. Notify the Public Information Officer, School Board Attorney, and/or district-designated risk manager of any subpoena, legal complaint, legal summons, or similar	Other duties and tasks as assigned.	Knowledge and understanding of applicable state and federal laws and rules regarding the maintenance and production of public records Knowledge and understanding of applicable district policies, procedures, and rules regarding the maintenance and production of public records Knowledge of the district's organizational and information structure. Ability to manage, coordinate, and track multiple project tasks concurrently. Ability to write clearly and concisely, using proper grammar, punctuation, and spelling Ability to read, process, and understand text at various levels of complexity. Ability to review documents for accuracy and completeness. Possess strong attention to detail. Ability to provide consistent and high-quality customer service. Ability to communicate effectively verbally and in writing with a diverse range of individuals. Knowledge of and ability to effectively operate the district's information technology resources and associated hardware, software, and document managementsystems. Excellent Time management skills and ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes. Ability to establish and maintain collaborative working relationships with all stakeholders	Associate of Arts degree from an accredited institution. Previous public information records experience OR Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. Associates Degree in Business Administration or related field. Three years advanced public information records experience. Minimum two years employment in Pasco County Schools
17							
18							

	A	B	C	D	E	F	G
19	Eastern Municipal Water District, Perris Ca	Water District	Under administrative direction, plans, organizes, and manages staff and operations of the District's centralized records management program function; develops, implements, and maintains records management policies, systems, and schedules for the organization, ensures the proper management, retention, and disposal of District records and documents; ensures the timely response to public records and legal requests; and performs related duties as assigned.	Management classification responsible for planning, organizing, reviewing, and evaluating staff and operation of a centralized Records Management function. Exercise independent judgment on diverse and specialized records management issues, with significant accountability and decision-making responsibilities. Responsible for developing and implementing policies and procedures. Serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs. Manages, directs, and organizes the daily functions, operations, and activities related to centralized Records Management operations including complex records requests; provides technical assistance regarding public records inquiries and the Public Records Act Monitors; responds to inquiries regarding public records and the Public Records Act; confers with the Legal Department to justify any nondisclosure and/or deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public, helping to identify records and information relevant to the request and ensures a timely response to all requests. Develops and maintains a comprehensive Records Retention Schedule in compliance with State law and professional rules and guidelines. Leads development and implementation, and administers the use of records management systems and technologies; coordinates with the District's information technology staff and document management vendors to ensure reliable, high quality operation of document management systems. Develops and maintains a comprehensive Records Retention Schedule in compliance with State law and professional rules and guidelines. Oversees the maintenance, update, and disposal of electronic and hard-copy records including the District's offsite records storage program; revising destruction schedules and coordinating the destruction of records with departments. Monitors and reviews legislation and legal requirements and recommends changes to achieve legal compliance and effective records management	Develop and manage departmental budgets. Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; identifies resource needs; and implements adjustments as necessary. Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements; personal development targets; regularly monitors performance and provides coaching for improvement development; recommends compensation and rewards for performance; subject to management concurrence, takes disciplinary action, in accordance with the District's rules, policies and labor contract provisions. Identifies best-of-class work practices, ensures uniform adoption of those practices. recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans. Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols. Audits and evaluates external department records management practices and performance; provides training and resources to ensure organizational compliance. Prepares reports and written recommendations for the Board of Directors. Continuous Improvement Duties related to Detail Description	Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures. Principles and practices of leadership.	Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below: Five (5) years of increasingly responsible administrative experience involving the development and maintenance of detailed and complex centralized records and legal documents, of which one (1) year is in a lead or supervisory capacity. Education: Equivalent to a bachelor's degree with major coursework in archives and records management, information management, business or public administration, or a related field. Licenses/Certifications: Certification as a Records Manager (CRM) is desirable.
20							
21							

	A	B	C	D	E	F	G
22	FROM: INDEED City of Eugene Oregon	Police Department	Functions as initial contact for persons requesting information; Assists citizens with complaints, collects monies for various fees, releases impounded vehicles, registers sex offenders, and provides general public information; deals with diverse situations and sometimes difficult public contacts.	Performs other related duties as required. Performs background and other information checks; checks confidential and sensitive information from manual and/or computerized sources; screens reports for release in accordance with Oregon Public Records law.	Distributes police reports to courts, public, governmental agencies and other authorized individuals, following department policy, state and federal laws. Processes criminal warrants through the automated criminal justice records system; confirms warrants, ensures criminal warrants are returned to the appropriate court. Extracts a variety of criminal and noncriminal data from various reporting sources; verify appropriate codes; enters data into appropriate automated local, State, and/or national computer records systems; maintains data. Maintains automated checking and tracking systems on various public safety issues including stolen vehicles, missing persons, and juvenile runaway tracking. Learn the use of various automated criminal justice systems such as LEDS (Law Enforcement Data System), NCIC (National Crime Information Center), Central Square Records Management System, (RMS) and other computerized systems. Learn applicable department policies and procedures, City ordinances, State and Federal laws, jail and court procedures. Adhere to regulatory Federal, State, and local laws pertaining to the confidentiality of criminal justice Public records	Supports and respects diversity in the workplace. Demonstrates regular, reliable and punctual attendance. Record-keeping processes and procedures. Business English, including grammar, spelling and punctuation. Basic mathematic. Applicable department policies and procedures; City ordinances; state, and federal laws; jail and court procedures. Local social service providers. Ability to: Effectively and tactfully communicate with a diverse range of citizens and colleagues in high-pressure situations. Maintain flexibility and adapt to diverse environments and dynamic office demands Exercise sensitivity, adaptability, and awareness to people of diverse cultural backgrounds, languages, and needs. Accurately execute extensive data entry, record-keeping processes and procedures, and basic mathematics. Read, understand, and interpret policies, procedures, and codes; decipher numeric codes; and retrieve appropriate index material and classifications. Work with a high degree of accuracy and attention to detail and retain detailed information Lift, or access, boxes of records as required. Operate standard office equipment.	additional 5% of base salary for bilingual pay. High school diploma or equivalent. One full-time year (total of 2080 hours) of general office work experience; preference given to background in public safety, judicial or other governmental operations. Must be able to obtain LEDS certification within 8 weeks of hire; training will be provided. Additional Requirements: Must pass a Police Background Investigation. Applicants must be available to work various shifts which include day, swing, graveyard hours, holidays, weekends, and mandatory overtime.
23		Education	The position of Public Records Coordinator for Boise State University is responsible for administering the statutory public records function for the University. The Coordinator determines, based on knowledge and interpretation of the Idaho public records laws, whether access to requested records should be granted or denied, including making appropriate and applicable redactions. The Coordinator will also be responsible for determining and collecting fees in relation to public records requests when appropriate. The Coordinator also supports other functions in the office, particularly with regard to record gathering and organization	Knowledge of Idaho laws and/or experience with government law. Ability to communicate effectively includes researching, writing and orally. Demonstrated good judgment, persuasive ability, and the ability to inspire confidence and cooperation, both internally and externally. Ability to handle highly confidential and sensitive information and represent the University with tact and diplomacy at all levels. Ability to work under pressure, prioritize work to meet deadlines, adeptly attend to details, and produce high quality work while multitasking. Demonstrated organizational skills. Commitment to inclusiveness, respect, and integrity. Excellent office management skills including word processing, content and context editing, composing correspondence, and proofreading. Strong legal research and writing skills, as well as strong interpersonal and communication skills.	60% of Time the Public Records Coordinator: Receive and promptly respond to requests for public records; locate, gather, and review responsive records; determine applicable, legitimate reasons to withhold records; and to maintain logs, monthly reports, and files of public records requests as may be requested by University administration. The Coordinator may need to coordinate and collaborate on public records policies and responses with other Boise State University departments or units. The Coordinator also will be expected to develop and conduct workplace training with University Officials on public records lawyers, including expectations for compliance and the laws' impact on Boise State University as a public institution.	Fully competent and productive professional contributor who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity. Works independently with general supervision; exercises judgment within defined guidelines and practices to determine appropriate action. May provide guidance and assistance to entry level professionals and/or support employees	Bachelor's Degree and 2 years of professional experience in a public entity
24	Boise University						