

OKANOGAN COUNTY COMMISSIONERS

RESOLUTION 19 - 2023

A resolution creating a Public Records Coordinator position within the Commissioner's Office

WHEREAS, the Human Resources Director and the Chief Civil Deputy met with the Board of County Commissioners and explained the need for a Public Records Coordinator to address the increasing number of public records requests received by the County and to insure these requests are processed in accordance with RCW 42.56; and

WHEREAS, the Board of County Commissioners have determined the best way to address the increasing number of public records requests and their fulfillment in accordance with RCW 42.56 is to have a centralized point of contact for public records requests; and

WHEREAS, it is the desire of the Board of County Commissioners to provide adequate response to public records requests per RCW 42.56.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners that a Public Records Coordinator position be created and added to the Commissioners budget within the Current Expense Fund 001.007 at a Grade 22 in the Non-Bargaining pay scale.

BE IT FURTHER RESOLVED, the Board of Okanogan County Commissioners adopts the attached job description for the position of Public Records Coordinator.

DATED at Okanogan, Washington this 7th day of February, 2023.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

ABSENT

Chris Branch, Chairman

Andy Hover, Member

Jon Neal, Member

ATTEST:



Laleña Johns, Clerk of the Board



OKANOGAN COUNTY

POSITION DESCRIPTION

TITLE: Public Records Coordinator
OFFICE/DEPARTMENT: Commissioners
REPORTS TO: HR Director/Risk Manager
STATUS: Non-Exempt
SALARY GRADE: 22

PRIMARY FUNCTION AND PURPOSE:

- County wide oversight of compliance with the public records requirements pursuant to the Public Records Act (RCW 42.56).
- Serves as lead for the public records process.
- Works closely with the Prosecuting Attorney's Office to ensure operations are legal and consistent with the state mandated public records requirements.
- Serves as lead and monitors department/office responses to public records requests to ensure timely fulfillment of requests and to mitigate potential liability.
- Assesses technology tools used to track, log, redact, extract, collect and respond to public records requests and makes improvements as necessary.
- Serves as the point of contact for public records requests.
- Works closely with the Prosecuting Attorney's Office or retained counsel on public records related litigation.
- Compiles and provides required reporting for local, State and Federal Agencies.
- Coordinates all processes concerning the Public Records Act and Okanogan County's Public Records Policy.
- Corresponds with requestors for the purpose of fulfilling public records requests in a timely manner.
- Coordinates the production of responsive records.
- Thoroughly reviews requested records for exemptions, redactions and/or withholding as required.
- Assists with research of electronic and paper files as required.
- Provides support and education to departments for completing effective, thorough searches for records and proper identification of exemptions and redaction or withholding of documents.
- Stays current on the latest updates to public records law and best practices for responding to public records requests and records management through maintaining membership with WAPRO, attending conferences or webinars available from the Attorney General's Office, MRSC, WAPRO and others; and reviewing various publications and resources available.

ORGANIZATIONAL RELATIONSHIPS:

- **Supervision Received:** Persons in this position are given significant discretion in the performance of their duties.
- **Supervision Exercised:** Collaborates on the work of appointed public records contacts in other County departments and offices.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Public Records Act (RCW 42.56)
- Federal, state and local laws, rules and regulations related to public records requests
- Public Records Act coordination and compliance with other federal, state or local mandates for records access and controls
- Basic principles of planning and organization
- Analytical tools and concepts
- State records management statutes and guidance
- Technology tools used in public records processes, such as Adobe Premier Pro and Adobe Acrobat Pro 2020
- Extensive knowledge of, or experience with, Microsoft Office Suite, specifically, Word, Excel, Access and Outlook
- Extensive knowledge of, or experience with Adobe Software
- Records management best practices
- Information storage practices and challenges
- Customer service principles
- Electronic records management

Ability to:

- Administer and manage the public records management web platform, including creating, formatting reports, letter and email templates.
- Act as a policy advisor on complex issues
- Work independently as well as collaboratively
- Communicate effectively both orally and in writing; maintain effective interpersonal relationships with a diverse group of individuals
- Use electronic filing, storage and retrieval systems
- Organize facts and present findings, conclusions, and recommendations in a clear, concise and logical manner
- Maintain confidentiality
- Build trust with internal and external stakeholders
- Work under pressure and maintain deadlines
- Use County approved technology, applications and programs proficiently

PERIPHERAL DUTIES:

- Maintains harmony with the public and among co-workers.
- Assists with development of records management and retention system(s).
- Performs related duties as assigned.
- Attends seminars and workshops as assigned

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EDUCATION AND EXPERIENCE REQUIRED:

- High School Diploma or GED.
- Knowledge and understanding of the Public Records Act, Chapter 42.56 RCW.
- Knowledge is equivalent to that which would typically be acquired by obtaining an associate's degree in secretarial science or paralegal studies, together with at least two years' experience processing public records requests.

BEHAVIORAL STANDARDS:

- Positively represents the County, demonstrating honest and ethical behavior. Be respectful and courteous to the public, requestors, county leadership and other employees.
- Be self-motivated; ability to multi-task, and be well organized
- Must use tact, discretion and courtesy in the operation of office functions.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Possession of a valid Washington State driver's license.
- Ability to satisfactorily pass a comprehensive background investigation which shows no conviction of criminal activity which could directly impact the ability to perform the requirements of the position.
- Ability to obtain WAPRO Certification within one year.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment. However, attendance at meetings may require working evenings and other odd hours on occasion. The essential functions of this position require: sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, sense of touch, finger dexterity, ability to grip with hands and fingers, ability to hear voice conversations, to see and to speak, and occasionally, climbing and lifting up to 25 pounds. Due to substantial telephone and in-person contact with the public, special interest groups, County officials, government agencies and County departments, the incumbent is required to have the ability to communicate effectively. Must be able to collect, assimilate and analyze data and information and operate a personal computer.

ACKNOWLEDGEMENTS:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals may

perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Department Head Signature

Date

Effective Date: 2/3/2023	EEO Code: 2	Department: Commissioners
Dates Amended:	Union: n/a	Division: Commissioners
FLSA Exempt: No	Grade: 22	Pos #:

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