



## PUBLIC RECORDS TECHNICIAN

Pay Grade: 903

FLSA Status: NE

EEO Code: 06

W/C Code: 8810

### GENERAL DESCRIPTION

Highly responsible and multifaceted work in managing sizeable, complex or non-routine public records requests from within and outside the agency. Work is performed under the general supervision of the City Clerk.

### ESSENTIAL JOB FUNCTIONS

- Documents and tracks all dates relevant to public records requests.
- Corresponds with parties requesting public records.
- Prepares written cost estimates in connection with public records requests.
- Collaborates with agency personnel to ascertain the volume and nature of responsive documents.
- Identifies confidential, exempt and sensitive information in responsive documents.
- Performs and coordinates redaction of confidential, exempt, and sensitive information.
- Utilizes agency software to identify, organize and redact public records.
- Remain current on laws, rules and policy potentially impacting public records.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)*

### QUALIFICATIONS

#### Knowledge/Skills/Abilities:

- 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.
- 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.

Education and Experience:

High school diploma or equivalent (GED) required. At least 1-2 years or more work experience in public records, public records compliance, or legal environment required. 35 words per minute typing is required.

*(A comparable amount of training, education and/or experience may be substituted for the above qualifications.)*

Licenses and Certifications:

Possession of or ability to obtain a valid Florida driver's license by date of hire.

**PHYSICAL REQUIREMENTS**

Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

(Occasional=1-3 Hrs; Frequent=3-5 Hrs; Constant=5-8 Hrs – Per Work Day)

**EMERGENCY RESPONSE STATEMENT**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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Reviewed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_