



King County

Invites Applications for the Position of:

Public Records Analyst (Paralegal)

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 09/21/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 10/05/16 11:59 PM (GMT -8:00)

SALARY: \$27.12 - \$34.38 Hourly

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Civil Service, Full Time, 40/hrs Wk

DIVISION: King County Sheriff's Office

JOB NUMBER: 2016MB06132

SUMMARY:

For application instructions and requirements, specific to Sheriff Office positions, please visit; [Civil Service Application Requirements](#) (<- click there).

The King County Sheriff's Office (KCSO) is seeking an energetic and experienced professional to be a part of the Public Disclosure Program Team in the Public Disclosure Unit (PDU). This position will be managing a high level of Public Records Act (PRA) request, as well as providing advice, training and skill development to employees and public records officers of the KCSO. This is a 5-member Unit, including the manager. The ideal candidate must be a leader who can inspire and motivate employees to comply with the Public Records Act, work well in a fast-paced, close-knit team, with the ability to prioritize work and multi-task.

This position is a civil service position, for information regarding King County Civil Service Rules you can access these rules at [Civil Service Rules](#).

CONTACT INFORMATION: If you have questions regarding this job announcement, please contact Civil Service Senior HR Analyst Mei Barker, at 206-477-7279 or by email at mei.barker@kingcounty.gov.

WORK SCHEDULE: This position is not exempt from the Fair Labor Standards Act (FLSA) and is overtime eligible with prior approval from the manager. The typical work hours of this position is Monday through Friday from 8:00 AM to 5:00 PM.

JOB DUTIES:

Regular job duties include but are not limited to:

- **Manage and oversee** the Sheriff's Office Administration's public disclosure requests under Washington State Public Records Act (RCW 42.56)
- **Identify and coordinate** production of public records to meet legal deadlines
- **Strong communications skills** both verbal and written; skill in conducting effective interviews, directing the conversation while obtaining critical information; ability to communicate effectively with individuals from diverse backgrounds and cultures; individuals with language barriers; meet with record holders and requestors to facilitate responses
- **Coordinate** with Sheriff's Office work units and King County departments to ensure all responsive records are identified, consult with the Prosecuting Attorney's Office and other agencies
- **Manage** caseload with high level of attention to detail
- **Review and research** responsive records for redaction and withholding exemptions that may contain photos and/or descriptions of dead bodies, sex crimes, or other sensitive cases
- **Train** Sheriff's Office employees on the Public Records Act to ensure program compliance
- **Resolve** internal and external client concerns with a high level of customer service
- **Utilize** various databases such as govQA, Excel, Access, and Adobe Pro
- **Maintain confidentiality**

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Successful candidates will have a minimum of one (1) year of experience in providing a high level of customer service and administrative support, along with but not limited to the following

- Demonstrated skills in records, archives or project management
- Knowledge of retention periods and dispositions schedules for public records
- Ability to handle multiple competing priorities, organize and manage workload and make decisions necessary to respond in an expeditious manner
- Experience in conducting searches in electronic and paper document filing system
- Ability to work with sensitive law enforcement documents that may contain offensive material
- Demonstrated ability to interact effectively and provide excellent customer service to both internal and external clients
- Ability to interview parties, facilitate and negotiate needs of requests
- Ability to provide training and consultation to staff
- Demonstrated ability to work well in a collaborative team environment
- Demonstrated professional level of oral and written communication
- Ability to adapt to workflow needs and change tasks abruptly when/if needed
- Ability use Microsoft Word and Excel 2007, and Adobe Pro
- Demonstrated ability to review and analyze data

Highly Desirable Qualifications:

- One (1) year of experience in public records management

- Two (2) or more years of experience in project/program management
- Intermediate level skill using Microsoft Office 2007 Word, Excel, Access; Outlook, and Adobe Pro

SUPPLEMENTAL INFORMATION:

The incumbent must become ACCESS certified (level 1) within nine (9) months of employment.

General Timeframe: The timeframe and order of this recruitment is provided below. Please note that dates are subject to change based on resource availability.

- October 25, 2016; Written Examination
- November 9-10, 2016; Oral Board Examination

UNION MEMBERSHIP: This position is not represented by a union.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.