

# Metropolitan King County Council Classification Specification



Position: Legislative Records Specialist	FLSA: hourly, overtime eligible
Department: Office of Citizen Complaints/Tax Advisor	Salary Grade: 22
Council Approved: July 30, 2018	Revised: March 13, 2023

## **Summary**

The Legislative Records Specialist coordinates and provides support to the King County Ombuds Office by responding to public records requests and supporting the work of the Ombuds staff and Tax Advisor. The Legislative Records Specialist is an hourly, at will, overtime eligible classification.

## **Distinguishing Career Features**

The Legislative Records Specialist responds to public records requests directed to the Ombuds Office. The Legislative Records Specialist also assists the Ombuds in the retention of Ombuds records to the County's Records Center and Archives and of electronic records to the County's electronic records management system. The Legislative Records Specialist also provides basic support to people calling the Tax Advisor and administrative support to the Tax Advisor and Ombuds staff as assigned.

## **Essential Duties and Responsibilities**

- Serve as the Ombuds public records officer and respond to public records requests in accordance with the Washington Public Records Act (PRA), to include identifying and coordinating production of public records to meet legal deadlines, keeping detailed logs documenting such requests, consulting with the Ombuds throughout the process, and seeking clarification of legal issues from the legal counsel.
- Manage caseload with high attention to detail.
- Assist in the assembly, organization, storage, and retrieval of Ombuds records.
- Review and research responsive records for redaction and withholding exemptions that may apply to information contained in Ombuds case records.
- Prepare withholding/privilege log to include every withheld item or redaction along with a cover letter or email to the requestor. Provide disclosable records, keeping copies of all records provided and records withheld, along with all relevant correspondence and records of conversations with the requestor and any other person related to request. May oversee requestor's in-office review of records.
- Assist in the preparation and transmittal of reports to the King County Council and the Joint Legislative Audit and Review Committee (JLARC) as required.
- Resolve internal and external client concerns with a high level of customer service.
- Receives and screens telephone calls, handles routine matters, responds to public inquiries, or routing calls as necessary.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and the county. Refers difficult or sensitive matters to the appropriate staff.
- Provides assistance with the administrative aspects of projects. Compiles information from

existing information systems and resources for reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.

- Performs other duties as assigned that support the overall objective of the position and the work of the Ombuds Office/Tax Advisor.
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## **Qualifications**

### **Required Knowledge and Skill**

- Knowledge and experience in state law, regulations, policies and procedures relating to the PRA and records retention.
- Basic knowledge of the nature and characteristics of political systems and processes, and knowledge of County functions, strategies, programs, and policies.
- Strong computer skills, including well-developed knowledge of, and skill in using Microsoft Office products, including Word, Excel, and Outlook. Legal Files experience is also desired.
- Well-developed knowledge of modern English to prepare and edit reports and other written communications.
- Excellent communication skills to establish and maintain effective, productive, and cooperative working relationships with multiple stakeholders and customers from diverse backgrounds.
- Strong attention to detail and organizational skills.

### **Required Ability**

- Carry out the functions of the position.
- Handle multiple competing priorities, organize and manage workload and make decisions necessary to respond to requests in a timely manner.
- Remain objective and properly handle private and confidential communications.
- Present facts and information in a clear, concise, and logical manner, both orally and in writing.
- Consistent attendance and punctuality.
- Ability to work under unusually demanding deadlines.
- Ability to attend and complete required Public Records Act training as defined in RCW 42.56.152.

## **Education and Experience**

The position typically requires an Associate's degree and/or any combination of education and records management and disclosure experience that clearly demonstrates the ability to perform the job duties of the position. WAPRO Certified Public Records Officer preferred.

03/13/2023 Updated job responsibilities to include providing administrative support to the Tax Advisor.