

## 2014 BUDGET ADJUSTMENTS

Question: 3

Date: November 12, 2013

Requested by: Debbi Lester

Topic: Paralegal/Public Records Officer

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### Question

Please provide job descriptions, qualifications, and intro pay scale salary, and benefits for the following position:

- Public Records Officer

Please provide the current pay salary and benefits for Public Records Officer.

### Background

During 2013, the City Manager examined the duties and responsibilities of Executive Department staff as well as current work load and demands and adjusted staffing to meet current needs. One change was to create a Public Records Officer title. The City of Bainbridge Island receives a large number of public records requests, many of which are complicated and require review for responsiveness, possible redactions, or third-party notice. The responsibilities associated with the Public Records Officer title are fulfilled by an existing employee who also fills the City's paralegal position.

### Response

Staff estimates that addressing this priority in the 2014 will not add an ongoing annual cost to the personnel budget of the Executive Department. This position is fully budgeted at this time.

The job description, which includes qualifications, is attached. The 2014 salary range is \$67,188 - \$84,240. The position's title is Paralegal/Public Records Officer.

	2014	One-time or ongoing	Comment
Estimated Dollar Change	0	Ongoing	
Funds involved	N/A		
FTE Change	0		Executive Department

# CITY OF BAINBRIDGE ISLAND

## Job Description



<b>Title:</b> Paralegal/Public Records Officer	<b>JD:</b> 028
<b>Department:</b> Executive	<b>Effective Date:</b> 4/16/07; revised 4/14/10; revised 9/1/13
<b>Reports To:</b> City Attorney	<b>FLSA Status:</b> Non-exempt
<b>Supervises:</b> N/A	<b>Union Status:</b> Unrepresented

### **SUMMARY:**

The Paralegal/Public Records Officer provides a variety of legal support services, including but not limited to: conducting research; collecting and analyzing information; preparing legal documents and pleadings; drafting ordinances and resolutions; drafting and reviewing contracts; and preparing correspondence, reports and memoranda. This position is responsible for coordinating, monitoring and/or responding to all public records requests received by the City.

### **ESSENTIAL FUNCTIONS:**

Prepares initial drafts of ordinances, resolutions, legislation, leases, agreements, contracts, easements, correspondence and similar documents; proofreads and edits documents to ensure accuracy and completeness.

Acts as a point of contact for members of the public in requesting disclosure of public records; coordinates and monitors public records requests pursuant to the Revised Code of Washington and city procedures; reviews records to determine responsiveness; determines on a case-by-case basis if redaction is warranted and creates the needed privilege logs; obtains ongoing training to stay current with State regulations and legal interpretation of the Public Records Act; provides third-party notification when needed, and monitors record request internal tracking systems to ensure timely delivery.

Assists in contract administration according to established procedures. Performs review of contracts and agreements in preparation for the City Manager's or Mayor's signatures; ensures compliance with State and local laws, policies and procedures; assures proper clearances by department staff prior to execution by City Manager; forwards official documents for signature along with written notice advising that all necessary clearances have been received.

Serves as real property coordinator; facilitating the acquisition, transfer or sale of the City's real property and managing the City's property database and real property files.

Recommends changes in procedures and amendments to policies as appropriate to provide a more efficient operation for the assigned functions.

Conducts legal research relating to complex problems and projects, and prepares recommendations and/or solutions to legal issues; collects, organizes and analyzes factual information and documents relating to particular legal issues, projects, damage claims, litigation or similar matters.

Prepares initial drafts of legal pleadings and documents such as notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, requests for production, subpoenas, and judgments.

Responds to general telephone or walk-in inquiries from citizens regarding pending legal projects, procedures, legislation, litigation and related issues with a goal toward identifying and addressing issues that do not require City Attorney attention; refers inquiries to other City departments and public agencies as appropriate.

Arranges for recording, filing and serving legal documents; maintains legal calendaring system to ensure timely compliance with various legal timelines; organizes and maintains litigation, investigation, research and project files; prepares graphic aids, tables, slides and other audio/visual devices for the City Attorney; processes invoices for legal services.

Serves as one of the City's notaries and performs official certification and recording for the City as required for legal documents and any other records requiring such certification.

**OTHER DUTIES AND RESPONSIBILITIES:**

Other duties and responsibilities include backup tasks for other colleagues, and special projects as assigned by the City Attorney, Deputy City Manager or City Manager.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

**PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A bachelor's degree in a law-related field or graduation from an accredited two-year paralegal or legal assistant course, and two years of experience as a paralegal or legal assistant is preferred. Previous experience in a municipal law office is highly desirable.

**Knowledge of:**

- Office administration, practices and procedures.
- Advanced knowledge of MS Office applications and familiarity with web page creation
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Legal terminology, forms and procedures.
- Principles, methods, materials and practices of legal research.
- Procedures for filing and serving legal documents/pleadings.
- Basic principles of research and report preparation.
- Budgets and basic budget preparation.
- Technical skills using modern office equipment, computers and related software, including spreadsheets, word processing, database applications, and web page functions.
- Washington Public Records Act.

- Public Records compliance and disclosure regulation.
- Electronic records management best practices.

**Ability to:**

- Prepare legal documents and pleadings, resolutions, ordinances, memoranda, briefs, privilege logs, correspondence and other similar documents.
- Work independently with little direction and/or supervision.
- Establish priorities for a multiplicity of tasks and work within legally mandated timeframes.
- Communicate (both orally and in writing) effectively, tactfully and respectfully with City officials, officers and employees; representatives of public agencies, businesses and law offices; and the general public.
- Establish and maintain cooperative and effective working relationships with other City officials, officers and employees; representatives of public agencies, businesses and law offices; and the general public.
- Read, interpret and apply rules, regulations, policies and procedures, including City Code.
- Meet schedules and timelines.
- Demonstrate ability to positively and effectively interact with diverse individuals to accomplish a common goal.
- Work with confidential information and data.
- Work under pressure and adapt quickly to situations and respond in a professional manner.

**LICENSING AND CERTIFICATION:**

- Washington Association of Public Records Officer certification required within twelve months of hire.
- A Notary Public designation is required within six months of hire.

**WORKING CONDITIONS:**

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at off-duty events may be required. Work is performed in an office environment where noise, frequent interruptions and crowded working conditions are often present. Some assignments require sitting for extended periods of time. Work is often performed under stress associated with the need to meet legal and other deadlines and productivity requirements. There is occasional extension to the work day to meet deadlines, with advance supervisory approval.

**PHYSICAL REQUIREMENTS:**

Continuous repetitive arm/hand movement is essential to performance. The person in this position must be able to discern vocal conversation, have hand-eye coordination and the ability to do repetitive arm/hand movements. The employee must also have the ability to produce legible handwritten documents and may be required to lift up to 30 pounds.

*Equal Opportunity Employer - Americans with Disabilities Act*

*The City of Bainbridge Island is an Equal Opportunity Employer.*

*Women and Minorities Are Encouraged to Apply.*

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.*

*While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.*

*This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.*

*This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.*