



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Open Records Coordinator</b>	<b>LAST UPDATED:</b>	11/30/2016
<b>DEPARTMENT:</b>	Police Department	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Records Supervisor	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under direction of the Police Records Supervisor, the Open Records Coordinator is responsible for processing requests for public information for Police Department staff, the public and other governmental agencies. The position works independently in a highly organized manner with reasonable supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Provides response to requests for governmental records within the time period mandated by the Texas Public Information Act and other state statutes.
- Coordinates the gathering of the requested information within all divisions of the Police Department and disseminates requests to appropriate divisions.
- Receives and reviews all requests for information and makes initial determination as to which requests require an opinion from the Office of the Attorney General, coordinating these requests with the City Attorney.
- Redacts or reviews redaction in confidential records before releasing documents to the public.
- Accesses charges for Open Records in accordance with State-established/published guidelines using accurate mathematical calculations.
- Utilizes various public safety software programs to retrieve and review audio and video records, including dash and body cam recordings, photos, 911 audio, radio traffic recordings, etc.
- Reviews and verifies information such as incident and arrest reports, witness statements, emergency protective orders, warrants, affidavits, etc to ensure they are not part of a sealed record as ruled by a court order.
- Ensures requests for juvenile records have proper procedures followed and carefully reviews documents to verify that juvenile records are not sealed.
- Performs administrator functions for the records request tracking software.
- Works closely with the Police Records Supervisor or Manager and City Records Coordinator to review court ordered expunctions requiring expunctions of electronic mail records.
- Works closely with Risk Management to stay informed of possible and pending litigation and legal holds on records that would require an Attorney General Opinion if requested.
- Responsible for cross-training backup staff in all records request processes and systems.
- Serves as point of contact within the department liaisons and assists with training on open records processes.
- Composes, edits and types correspondence, memoranda, reports, and other documents using various word and data processing software requiring knowledge of rules of grammar and practices of document preparation.
- Processes citizen payments for public information fees, local background checks, subpoena fees and alarm permit fees in accordance with the City's cash handling policies and procedures.
- Processes local background checks, RV and solicitor permits, etc.

**Other Important Duties:**

- Notarizes official records and reports.
- May be required to work some evenings and overtime.
- Travels to attend meetings, conferences and training.
- Provides administrative support to division staff including handling routine correspondence, phone calls, mail distribution, daily cash deposits and assisting walk-in customers and citizens.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of the Texas Public Information Act.
- Knowledge of Uniform Crime Reporting Systems
- Knowledge of business administration and advanced secretarial practices and procedures.
- Knowledge of computers and related equipment, hardware and software applicable to area of assignment.
- Knowledge of customer service practices and procedures.
- Knowledge of City management policies and procedures.
- Knowledge of City cash handling policies and procedures.
- Knowledge of research and report development of routine administrative issues including legal, financial and survey data.
- Skill in effective oral and written communications.
- Skill in independently prioritizing, tracking, and managing multiple projects, assignments and duties to comply with statutory and court-ordered deadlines with strong attention to detail.
- Skill in collecting, providing change and receipting monies.
- Skill in entering, retrieving, copying, tracking and storing department records, files and reports.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Ability to resolve customer complaints and concerns.
- Proficient in the use of computers and related software

**Preferred Education, Experience, and Certifications:**

- Associates Degree in Business Administration or related field, **and** three (3) years advanced public information (open records) experience; one (1) year of which is in an administrative, customer service or secretarial role; **or** equivalent combination of education and experience.
- Required to possess and maintain certification as a Notary in the State of Texas.
- Preference given to individuals with previous legal administrative experience.
- Preference given to individuals who speak fluent Spanish and English.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing files and records, stocking office supplies or informational packets.
- May be exposed to hostile or angry citizens and defendants.
- Must be able to lift up to 20 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio and other standard office equipment.

**Physical Demands**

This work typically requires the following physical activities to be performed.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

**Work Environment**

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	X
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally,	

and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Approved By:

  
 Darren Stevens, Assistant Chief of Police

12/6/16  
 Date

  
 Shannon Allyn, Human Resources Generalist

11/30/2016  
 Date