JOB DESCRIPTION

POSITION TITLE: Open Records Clerk

DIVISION: Chief of Staff, General Administration

DEPARTMENT: Policy and Planning

REPORTS TO: Open Records Officer (Director, Policy and Planning)

FLSA: Non-Exempt

PRIMARY FUNCTION: Supports the Open Records Officer by:
- Successfully managing all open records requests (ORR) to Cobb County School District
- Maintaining locked storage of confidential records
- Archiving and digitizing all open records requests
- Maintaining accurate documentation and monthly logs of ORR
- Communicate with internal and external stakeholders in a positive, proactive and responsive manner

REQUIREMENTS:

1. Educational Level: Bachelor Degree or higher in Communications, Education, Legal, Records Management or related field preferred
2. Certification/License Required: None
3. Experience: Minimum 5 years professional experience; strong editing, writing and proofreading experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Exceptional written, oral, presentation and communication skills; experience with confidential or sensitive documentation and/or issues appreciated; high level of accuracy and discretion required

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

PREFERRED QUALIFICATIONS:

2. Demonstrated ability to be flexible and quickly respond to project activities, multi-tasking multiple projects.
3. Experience working within a team environment with an ability to manage conflict professionally and respectfully.
4. Experience with Word, Excel, Power Point, Outlook, Access and Adobe Creative Suite, redaction of documents and both audio and video files.
5. Evidence of excellent interpersonal relationship skills.
6. Highly motivated; Ability to prioritize, focus and achieve results in a fast paced and complex environment.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Develops and maintains filing, organization, and archival system for ORRs.
3. Develops, maintains and adheres to legal and other required standards.
4. Manages bookkeeping as it relates to fulfillment of open records requests and calculation of related fees.
5. Writes and/or edits ORR responses to internal and external stakeholders.
6. Experience with legal practices and principles regarding confidential and sensitive issues and documentation.
7. Continually coordinate and communicate with District legal counsel on ORRs.
8. Ability to edit and manage documentation, caseload and files, when necessary.
9. Monitors appropriate strategies, trends, and technology to ensure utilization of latest tools such as audio translation and redaction, online document redaction and digital archiving and records storage.

10. Updates skills and understanding with latest legal developments and trends regarding ORRs.

11. Experience with stakeholder involvement (project specific and/or meeting coordination).

12. Working knowledge of memo and letter writing.

13. Demonstrates ability to write for and communicate clearly with a wide variety of stakeholders.

14. Knowledge of methods and techniques of developing and executing ORR training.

15. Demonstrates project management skills with the ability to meet deadlines for ORRs, including maintaining multiple projects simultaneously with frequent interruptions.

16. Coordinates responses to other records requests, such as subpoenas and non-party production of documents.

17. Performs other duties as assigned by appropriate administrator.

Signature of Employee_____________________________________________ Date __________________

Signature of Supervisor____________________________________________ Date __________________