

JOB DESCRIPTION

POSITION TITLE: Clerk VII, Open Records Policy & Planning	JOB CODE: 474B
DIVISION: Chief of Staff, General Administration	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Policy and Planning	WORK DAYS: 238
REPORTS TO: Open Records Officer (Director, Policy and Planning)	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports the Open Records Officer by: <ul style="list-style-type: none"> • 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:

1.	Creative problem solver with solution orientation.
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.	Fulfills all open records requests as required by law.
7.	Processes all open records requests in accordance with legal practices and principles regarding confidential and sensitive issues and documentation.
8.	Continually coordinates and communicates with District legal counsel on ORRs.

9.	Ability to edit and manage documentation, caseload and files, when necessary.
10.	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.
11.	Updates skills and understanding with latest legal developments and trends regarding ORRs.
12.	Experience with stakeholder involvement (project specific and/or meeting coordination).
13.	Working knowledge of memo and letter writing.
14.	Demonstrates ability to write for and communicate clearly with a wide variety of stakeholders.
15.	Knowledge of methods and techniques of developing and executing ORR training.
16.	Demonstrates project management skills with the ability to meet deadlines for ORRs, including maintaining multiple projects simultaneously with frequent interruptions.
17.	Coordinates responses to other records requests, including but not limited to, subpoenas, non-party production of documents, police reports, and personnel records.
18.	Serves as a point of contact for school personnel regarding student record requests.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____