

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Open Records Officer	<b>JOB CODE:</b> 474A
<b>DIVISION:</b> Chief of Staff, General Administration	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Compliance, Legal, and Legislative Affairs	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Superintendent Chief of Staff	<b>PAY GRADE:</b> Rank VIII (NCT8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Manages all confidential reports within the ORR system. Maintains archival files regarding all digitized open records requests. Promotes superior communication with internal and external stakeholders in a professional and proactive manner.	

### REQUIREMENTS:

1.	Educational Level: Bachelor's 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 and communication skills with the ability to respond as needed while multitasking multiple projects. Proficiency with Microsoft Suite including redaction of video and audio files. Experienced with confidential treatment of sensitive documentation; high level of accuracy and discretion required. Creative problem solver, solution oriented. Self-starter with the ability to prioritize, daily, in a fast paced and complex environment.

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

### 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 regarding records.
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 of 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 knowledge base 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 all 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.	Serves as the CCSD Open Records Officer.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_