

**PANOLA COUNTY
PUBLIC RECORDS OFFICER ASSISTANT**

POSITION TITLE

PUBLIC RECORDS OFFICER ASSISTANT

PAY RANGE: \$20.16 - \$21.15 Per Hour

SUPERVISION

County Judge

POSITION SUMMARY

This is a professional and administrative position under the direction of the County Judge. This position is responsible for managing and responding to public information requests in accordance with the Texas Public Information Act (TPIA). Coordinates with county departments to ensure timely and accurate disclosure of public records, maintains records request logs, and ensures compliance with all applicable legal requirements.

ESSENTIAL FUNCTIONS OF THE JOB

- Receives, logs, and tracks all public information requests submitted to the county; coordinates with relevant departments to locate, compile, and review requested records;
- Ensures responses to public records requests are completed within the time frames specified by the TPIA; prepares legal requests to the Texas Attorney General's Office as required;
- Reviews documents to determine applicability of exemptions; redacts confidential information as necessary; maintains an organized and current database of all public records requests and responses;
- Develops, implements and maintains policies and procedures for processing public records requests; provides training and guidance to county staff on public records compliance;
- Stays informed about changes in public records laws and regulations; prepares reports on public records request activities for county leadership;
- Also deals with Subdivision Regulations.

ADDITIONAL RESPONSIBILITIES

- Performs any other duties as assigned or required within the scope of the departments

KNOWLEDGE, SKILLS, and ABILITIES

- Thorough understanding of the Texas Public Information Act and related regulations;
- Good organizational skills
- Good oral and written communication skills
- Excellent interpersonal skills

- Skilled in using logical, objective and detailed observation and analysis
- Ability to multi-task and use of effective time management
- Ability to be punctual with a good work ethic
- Ability to operate under stress, and with heavy workloads and deadlines
- Ability to exercise extreme discretion and confidentiality

PHYSICAL REQUIREMENTS

Representative of physical demands required to successfully perform the essential functions of this position:

- Sufficient mobility to work in normal office setting and use standard office equipment including a computer, telephone, fax machine, copier, and scanner
- Ability to sit for extended periods performing assigned tasks.
- Ability to communicate clearly by phone and in person.

RECOMMENDED MINIMUM QUALIFICATIONS

- Records management experience.
- Coordination amongst multiple offices, and elected officials.