



WASHINGTON STATE  
"Your employer of choice"

Office of the Governor  
Olympia, Washington

**NOW HIRING**

Application review will begin immediately

## PUBLIC INFORMATION & RECORDS OFFICER

### EXEMPT RECRUITMENT

The Office of the Governor is a nonrepresented agency. If you have previously applied and are interested in this position, please reapply.

*Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.*

### SALARY AND BENEFITS

The starting salary range of consideration is \$38,004 - \$50,760 annually plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service. (This salary includes the general wage increase effective January 1, 2019.)

### POSITION DESCRIPTION AND DUTIES

The Office of the Governor is responsible for the overall administration of the affairs of the state of Washington as outlined in the Washington Constitution and Statutes. The Governor's Office has a team of approximately 50 individuals who help to fulfill those duties. Leading the office are eight members of the Governor Inslee's Executive Team, which is led by the Chief of Staff.

All Washington state government employees must comply with state law in the proper and legal management of public records. Per Governor's Policy 1.09 and [RCW 40.14.010](#), public records are any/all records, regardless of physical form or characteristics, made by or received by any state agency in connection with the transaction of public business.

This position serves as the agency's Public Disclosure and Records Officer. The position assists and supports the Deputy General Counsel with all aspects of public disclosure and records management in the Governor's Office, as well as Results Washington, Governor's Office for Regulatory Innovation and Assistance and occasionally the Office of the Family and Children's Ombuds. The position ensures compliance with state law in the proper and legal management of public records, and serves as the point of contact for records management questions. Responsibilities of the position include:

- Review requests for public disclosure, and apply knowledge of state laws and Governor's Policy 1.09 - Records Management. Elevate requests of a complex or sensitive nature to the Deputy General Counsel as necessary.

- Respond to public disclosure requests within five business days, and meet self-imposed deadlines to provide records or follow up with requesters.
- When needed, proactively clarify with requestors to ensure they receive the records they are looking for and that employees are not retrieving unnecessary documents.
- Coordinate with staff to gather records responsive to requests.
- Use appropriate technology and thoughtful search terms to retrieve email records from the agency's email archive using Discovery Accelerator.
- Examine documents carefully and thoroughly to determine responsiveness and appropriate exemptions. Mark records for redaction and create exemption logs when necessary.
- Maintain a complete, accurate record of all public disclosure requests including the original request, all communications regarding it, response dates, and any records provided or withheld.
- Respond to inquiries from agency staff regarding public disclosure and records management processes and policy. Provide technical assistance, and participate in planning and training. Create/update training materials as needed.
- Serve as the agency liaison to the Secretary of State Division of Archives and Records Management, the State Records Committee, the statewide Records Officer Forum, and other associated internal and external workgroups and projects. Foster ongoing communication with these entities.
- Provide the assessment and inventory of agency records. Coordinate and/or oversee the agency's biennial records inventory and the disposition of agency records.
- Provide transmittal, migration, reformatting and disposition of agency records to the State Records Center or State Archives to ensure compliance with state law.
- Maintain and update the Records Center Database as needed.
- Approve final disposition of records stored at the State Records Center.
- With assistance from Washington Technology Solutions, transfer all relevant, nonstructured data to Digital Archives via encrypted hard drives.
- Assist the Deputy General Counsel with special projects as assigned.

## QUALIFICATIONS AND CORE COMPETENCIES

### Required qualifications

- At least five years of experience interpreting and applying Washington state rules and standards for records retention, disclosure, archiving and destruction.

### Knowledge/Skills/Abilities:

- Demonstrated organizational and time management skills.
- Strong customer service skills, with previous experience serving both internal and external customers.
- Strong attention to detail, with the ability to effectively review and redact high volumes of documents.
- Demonstrated skill in writing professional communications.

### Preferred/desired qualifications

- Experience using Discovery Accelerator or a similar discovery tool to search for records at an agency level.

The ideal candidate will have:

- Familiarity working with state government agencies.
- Experience communicating effectively and helping to diffuse situations with individuals who are frustrated, distraught, confrontational and/or experiencing mental health challenges. Experience can be a combination of education, volunteer work and/or paid employment.
- Ability to learn new computer applications, including electronic tracking software.
- Ability to work independently and exercise discretion.
- Ability to maintain confidentiality of information.
- Ability to manage high-stress situations created by competing priorities.

## PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

### Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience and education.
3. A list of at least three professional references with current telephone numbers.
4. Personal data sheet:  
[www.ofm.wa.gov/jobs/datasheet.doc](http://www.ofm.wa.gov/jobs/datasheet.doc)



### Please send completed application packets by mail, fax, or email to:

Office of the Governor  
Attention: OFM HR  
PO Box 43113  
Olympia, WA 98504-3113  
Fax: 360-586-0051  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

*The Office of the Governor is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.*