



WASHINGTON STATE SENATE

Washington State Senate • www.leg.wa.gov/Senate
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Exempt Recruitment Announcement

Closes: Friday, January 24, 2020

JOB TITLE: Senate Public Records Analyst
REPORTS TO: Public Records Officer/Senate Counsel
LOCATION: Olympia, Washington



BACKGROUND:

The Washington State Senate is seeking to fill the position of Public Records Analyst (PRA).

SENATE PROFILE:

The Washington State Senate is made up of 49 members elected to serve four-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, state revenue, and state spending. In addition to elected members, the Senate also employs approximately 200 full-time year-round staff and 100 temporary session staff and interns.

SELECTION PROCESS:

The Public Records Analyst is an exempt, nonpartisan position within the Senate Public Records Office that will play an integral role in the public disclosure function and will be responsible for assisting the Public Records Officer with coordinating, monitoring and reviewing high profile and/or complex public records requests responses.



PRIMARY DUTIES:

- Assist the Public Records Officer in responding to public records requests.
- Conduct searches for records with guidance from the Public Records Officer, using Boolean search logic and varying software, such as Microsoft E-Discovery.
- Convert large amounts of documents into PDF format.
- Identify and assist with the coordination of public records requests.
- Communicate with requesters online and on the phone.
- Maintain confidentiality and integrity when working with records.
- Draft letters and email communications to requesters and staff with a high level of accuracy.
- Update complex public records tracking logs.
- File, organize, and maintain files.
- Communicate effectively verbally and in writing, including clear and concise written reports, for executive management.
- Attend trainings as may be required by the Secretary of the Senate and/or the Public Records Officer.
- Work collaboratively in a team environment and interface with elected officials and senior staff.



MINIMUM QUALIFICATIONS:

- 2-4 years' experience working with the Washington State Public Records Act under RCW 42.56, depending on educational qualifications (see below).
- Working knowledge of applying exemptions to records.
- Experience reviewing records for redactions and assisting with production of records to requesters under the direction of the Public Records Officer and Senate Counsel.
- Experience conducting searches for records using Microsoft E-Discovery.
- Strong experience with Adobe Pro Redaction Software as well as PDF Architect.
- Working knowledge of retention periods and dispositions schedules for records.
- Excellent organizational skills including the ability to prioritize, coordinate and simultaneously manage multiple, often competing deadlines.
- Ability to provide and maintain a high level of customer service and positive relations with all staff.
- Display high emotional intelligence and maturity.
- Solid understanding of Microsoft Office Suite systems including, but not limited to, Word, Excel, and PowerPoint.
- Experience working in a busy and fast-paced environment is preferred.



EDUCATION/EXPERIENCE:

An Associate's Degree and two years of significant experience working with public records or four years of significant experience within a busy, fast paced public records office.

SALARY AND BENEFITS

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and qualifications.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

SCHEDULE/HOURS

This position will generally work Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., but there might occasionally be a need for longer or irregular hours during the legislative session.

HOW TO APPLY:

Interested applicants should submit:

1. A letter of interest specifically addressing the qualifications listed in the recruitment announcement.
2. A current resume describing in detail the applicant's experience and education.
3. A minimum of four professional references with contact information (e-mail address, and telephone).

Application materials must be submitted electronically to the Senate Human Resource Office at Senate. HRO@leg.wa.gov.

The deadline for receipt of the Senate Public Records Analyst application package is close of business on Friday, January 24, 2020.

The Washington State Senate is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact the Secretary of the Senate's office at (360) 786-7550 Phone or 1-800-635-9993 TTY.