



COUNTY OF NYE

CLASS TITLE: PUBLIC RECORDS ADMINISTRATOR

BASIC FUNCTION:

Under direction of Public Information Officer, provides technical and administrative support to the County public records management and responses, coordinates activities to provide public records management and responses in accordance with applicable laws, codes and County policies. Assists the Public Information Officer with records management duties, website support, and social media.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Responsible for organizing and coordinating the County public records management program, working with various administrative departments and Elected offices for responses under NRS 239.
2. Manage sizable, complex, or non-routine public records requests from the public, within the County government, and the media; documents and tracks all dates relevant to public records requests.
3. Corresponds with parties requesting public records, collaborates with County Departments and Offices, including IT, to ascertain the volume and nature of responsive records, prepares written cost estimates in connection with public records requests where applicable.
4. Works to identify confidential, exempt and sensitive information in responsive records, performs redaction of confidential, exempt and sensitive information; organize and redact public records; works with the District Attorney's Office or outside counsel when necessary.
5. Assists in the development and revision of a County-wide public records program implemented through policies, procedures, best practices, industry standards and legal compliance as well as monitor work activities to ensure compliance with established policies and procedures; make recommendation for changes and improvements to existing standards and procedures.
6. Remain current on new and emerging public records information, technology, regulations and laws, especially during Legislative sessions, and maintains and updates a list of exemptions under NRS 239.
7. Creates and edits public records request forms on the County website or third-party programs as required.
8. Provides project management and support for records projects. Researches records requests and subpoena requests.

9. Performs a variety of general office support duties such as filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail; and reproducing copies of various documents.
10. Uses standard office equipment, including a computer, scanners, as well as current software applications, in the course of work.
11. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of:

Principles and practices of public records; research techniques for digital files, spreadsheets, inventories and specialized databases; business arithmetic; office administrative practices and procedures; operation of standard office equipment; correct business English, including spelling, grammar and punctuation; techniques for dealing with individuals, in person and over the phone.

Skill in:

Interpreting, applying and explaining applicable codes and regulations; using initiative and independent judgement within established procedural guidelines; performing public records duties; organizing, maintaining and researching public records files; reviewing detailed documents for completeness, accuracy and compliance with federal, state and County codes; using computer hardware and software; organizing and prioritizing work and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Preferred: Bachelor's degree from an accredited college or university in communications, public relations, journalism, English, or a closely related field; OR high school diploma or equivalent (GED), require four or more years work experience in public records, records management, records compliance, or legal environment preferred; Or an equivalent combination of education and experience.

LICENSES:

Must possess valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

None

CONTACTS:

Supervisor, co-workers, staff, contractors, vendors, public and other department personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Works both inside and outside with occasional ability to conduct data collection in outdoor environments with exposure to extreme heat and cold. Travel is required.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.