

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Public Information Specialist		
<b>Job Code:</b>	CL5180	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/28/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Processes public information requests involving Police Department records. Acts as liaison to the city Legal Department and withholds records considered not releasable to the public. Accepts and handles all subpoenas. Serves as custodian of records for the Fort Worth Police Department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Processes public information requests, which includes preparing business records affidavits and affidavits of no record and locating records from various areas of the police department.
2. Utilizes various software programs in order to assist in the processing of public information requests.
3. Responds to phone calls from the public, Police Records, and RIM concerning public information requests. Responds to phone calls from the city Legal Department relating to matters involving the Fort Worth Police Department.
4. Processes subpoenas issued by various attorneys. Directs outside attorneys, process servers, and private investigators to proper location for subpoena service.
5. Acts as custodian of records for court appearances.
6. Assists outside law firms with scheduling depositions of officers. Prepares business records affidavits and affidavits of no record.
7. Arranges for personnel records to be viewed in person by outside agencies and monitors the viewing process.
8. Handles records retention and destruction of documents (IAD investigation records).
9. Travels to various Police Department locations to retrieve records responsive to public information requests and subpoenas.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Personnel Rules and Regulations.
  - General Orders.
  - Relevant sections of the Meet and Confer Labor Agreement, chapter 143 of the Local Government Code.
  - Texas Public Information Act.
  - Records retention schedule for the Fort Worth Police Department and Public Safety 4075-01 Section 1-3.
  - Personnel Records relating to destruction of documents.
  - Subpoenas and Court Orders.
  - Computer literacy and related software.
  - FOIA/GovQA system software.
- **Skill in:**
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze problems and identify solutions.
  - Ensure release of records adheres to the Texas Public Information Act.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree and two years of directly related experience in records management, processing requests, or related field preferably in a local government environment.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.