

City of Fort Worth, Texas Job Description

Classification Title	Senior Public Information Specialist		
Job Code:	CL5340	Job Family:	Clerical
Pay Grade	511	Date Reviewed:	10/01/2024
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Leads the public information functions within assigned departments as outlined by the City of Fort Worth's Administrative Regulation. Processes public information requests within a department. Acts as liaison to the City Secretary's Office and Legal Department regarding requests and withholds records considered not releasable to the public.

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. Monitors performance of assigned department (s) compliance with the City's Public Information Act Response Program.
2. Performs quality assurance and controls regarding the release of records and information for assigned departments.
3. Processes public information requests, which includes preparing business records affidavits and affidavits of no record and locating records from various areas for assigned department(s).
4. Conducts training for internal department staff on updates or changes to the Program.
5. Conducts training for newly-hired internal department staff to teach them the duties, responsibilities, and job functions of a public information specialist.
6. Utilizes various software programs in order to assist in the processing of public information requests.
7. Assigns public information requests out to appropriate department staff as needed.
8. Assists with developing and implementing internal standard operating procedures relating to compliance with the City's Public Information Act Response Program.
9. Conducts training for internal department staff on responsibilities for complying with the Program.
10. Performs redaction, quality assurance and controls on requests to ensure accuracy of the documents being released.

11. Assists City Secretary's Office in the implementation of public information goals and objectives City-wide and within assigned departments.
12. Responds to phone calls from the public, media, Legal Department, City Secretary's Office and City staff concerning public information requests.
13. Arranges for records to be viewed in person by requestors and monitors the viewing process.
14. Travels to various Department locations to retrieve records responsive to public information requests.
15. Performs other related duties as required.
16. 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.

When Assigned to Police Department

1. Acts as custodian of records for court appearances.
2. Accepts and handles all subpoenas requests.
3. Assists outside law firms with scheduling depositions of officers. Prepares business records affidavits and affidavits of no record.
4. Handles records retention and destruction of documents. (IAD investigation records).
5. Processes subpoenas issued by various attorneys. Directs outside attorneys, process servers, and private investigators to proper location for subpoena service.
6. Review and edit/redact of digital records (body and dash camera and audio files/911 calls) to include but not limited to graphic imagery and sounds.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Personnel Rules and Regulations.
 - Texas Public Information Act.
 - Records retention schedule for the City of Fort Worth.
 - 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.

When Assigned to Police Department

- General Orders.
- Relevant sections of the Meet and Confer Labor Agreement, Chapter 143 of the Local Government Code.
- Records retention schedule for the Fort Worth Police Department and Public Safety 4075-01 Section 1-3.
- Proficient in specialty computer programs (Records Enterprise, IAPro, FOIA/GOVQA, eDiscovery, Axon, ReportBeam, Visinet, evidence.com and Camtasia).
- FBI National DL/LP database via National Crime Information Center (“NCIC”).

MINIMUM JOB REQUIREMENTS

Associate’s degree and three (3) 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. Must complete training provided by the Texas Attorney General’s Office and City’s Public Information Training annually.

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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.