

City of Fort Worth, Texas

Job Description

Classification Title	Public Information Specialist		
Job Code:	CL5180	Job Family:	Clerical
Pay Grade	509	Date Reviewed:	06/28/15
FLSA Status	Nonexempt	Date Revised:	10/01/24

GENERAL SUMMARY

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. 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).
2. Proficient with various software programs in order to assist in the processing of public information requests.
3. Assigns public information requests out to appropriate department staff as needed.
4. Assists with developing and implementing internal standard operating procedures relating to compliance with the City's Public Information Act Response Program.
5. Performs redaction, quality assurance and controls on requests to ensure accuracy of the documents being released.
6. Responds to phone calls from the public, media, Legal Department, City Secretary's Office and City Staff concerning public information requests.
7. Arranges for records to be viewed in person by requestors, outside agencies and monitors the viewing process.
8. Travels to various Department locations to retrieve records responsive to public information requests.
9. Performs other related duties as required.
10. 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. Act 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 Safety 4075-01 Section 1-3.
- Proficient in specialty computer programs to include 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 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.