



Grand Traverse County, MI Job Description

FOIA Coordinator

GENERAL SUMMARY

This position work involves coordinating and processing of FOIA and requests pursuant to the Freedom of Information Act and the Department of Commerce FOIA regulations (MCL 15.240). The employee shall also ensure consistency with the guidelines and policy requirements of the County, and all other applicable laws.

This position also provides a wide variety of clerical support and assists citizens with requests over the phone and in person. Reviews and prepares records and digital media for FOIA and subpoena requests and ensures responses meet all compliance requirements.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- The Freedom of Information Act (FOIA) Coordinator receives, prepares, edits, coordinates, and disseminates FOIA information.
- Reviews and analyzes records that have been located in response to FOIA requests and determine whether any of the FOIA exemptions apply. Properly redact any protected information consistent with statutory exemption and case law.
- Prepares final response letters and related correspondence including acknowledgment letters, time extension letters, and requests for clarification.
- Prepares response letters within 5-day time period or issues Notice of Extension of Response Time (10 day) if necessary.
- Communicates with requestors about scope of request and propose alternatives for records production.
- Locates all records and after research, assesses application of FOIA exemptions and privilege.
- Read, review, and interpret all writing, photographs, audio files and video recordings (with exception of anybody cam or dash cam video).
- Calculate and handle all billing based on allowable statutes.
- Maintain filing system for completed FOIA's as required by statute.
- Apprise supervisor of requests that involve high profile cases/requests or that involve a Grand Traverse County employee.
- Ability to meet deadlines and scheduled action dates.
- Ability to work independently.
- Ability to prioritize, organize, and meet deadlines.
- Coordinate appeals- review case files, analyze documents and advise whether additional records can be released.
- Coordinates with other departments.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from High School or G.E.D.
- Minimum of two years college (60 semester or 90 term credits).
- Minimum of two years' experience working with law enforcement and records.

- NOTE: Minimum five years' experience working with law enforcement and records may be considered in lieu of two years of college.

CERTIFICATIONS, LICENSES (minimum requirements)

- Notary Public

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check shall be required initially and maybe periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Employees receive moderate supervision and work involves carrying out duties according to standard practice or general instructions with continuous and direct control. Errors could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction and may require intervention from a higher-level manager and could affect others outside of a department therefore, attention to detail, thoroughness and integrity are desired characteristics.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls.

KNOWLEDGE, SKILLS, ABILITIES, COMPENTENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Must be proficient in reading English.
- Individual must show expertise in knowledge of the FOIA (MCL 15.240).
- Required passing score on Grand Traverse County's pre-employment exam for clerical inclusive of typing.
- Knowledge is applied to analyze records and make evaluations as to what records or portions of records may be released or denied to requesters and arrive at defensible conclusions.
- Knowledge of administrative practices and procedures, channels of communication, a delegation of authority, routing of correspondence, and filing and storage of files and records in order to respond to requests for information.
- Knowledge of administrative regulations and operating procedures and the ability to perform research/fact-finding to answer program requests.
- Strong organizational, analytical, written, and verbal skills.