



**Washington State**  
**House of Representatives**  
[Exempt Recruitment Announcement](#)

**Public Records Assistant**  
(Nonpartisan)

**LOCATION:** Olympia, Washington

**SALARY:** DEPENDENT ON QUALIFICATIONS, BENEFITS ELIGIBLE

**JOB TYPE:** Full Time, Non-permanent

**CLOSING DATE:** This position is open until filled.

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Please Note: This is a non-permanent position that is expected to last approximately 12 months.

This recruitment announcement will remain open until the position is filled. Application review will take place immediately. The hiring authority reserves the right to make a hiring decision at any time. It is in the applicant's best interest to submit application materials as soon as possible.

**HOUSE OF REPRESENTATIVES PROFILE**

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, state revenue, and state spending. In addition to elected members, the House also employs approximately 230 full-time year-round staff, and 100 temporary session staff and interns.

The Public Records Assistant is a nonpartisan position within the House Administration which reports to the Public Records Officer (PRO). Under the direction of the PRO, this position helps to facilitate the House's compliance with the Public Records Act (PRA). The Public Records Assistant will properly respond to public disclosure requests in accordance with RCW 42.56, and have knowledge of the proper preservation, destruction, and archiving of agency records in accordance with RCW 40.14. This position is responsible for tracking and organizing requests using internal record keeping systems and for understanding how to use electronic search and retrieval systems.

The Public Records Assistant will serve as the point of contact for public record requests, coordinating responses for requests, and ensuring production of requested records are

consistent with state and federal laws.

## **PRIMARY DUTIES**

- Manage the intake process of public records requests.
- Maintain the filing system for completed records requests.
- Assist in the management and oversight of House public disclosure requests under the Washington State Public Records Act (RCW 42.56).
- Identify and coordinate the production of public records to meet legal deadlines.
- Communicate with record holders and requestors to facilitate responses and define scope of records requests.
- Maintain a log of public record requests.
- Evaluate, analyze and make recommendations regarding public disclosure requests and records management.
- Resolve internal and external client concerns using a high level of customer service.
- Use discretion to triage confidential and sensitive information.
- Assist with public records and records management projects as assigned

## **QUALIFICATIONS**

- Excellent organizational skills, including the ability to prioritize, coordinate and simultaneously manage multiple projects with a high level of quality.
- Strong attention to detail
- Strong proofreading skills
- Strong communication skills
- Strong customer service skills
- Ability to maintain confidentiality and build trust across organizational boundaries.
- Ability to work within a team environment to collaborate and interface with the executive level of the organization.
- Skills in records, archives or project management.
- Ability to handle multiple competing priorities, organize and manage workload, and make decisions necessary to respond in an expeditious manner.
- Ability to conduct searches in electronic and paper document filing systems.
- Ability to work with technical staff to access records in electronic formats.

## **DESIRED QUALIFICATIONS**

- Knowledge of public records regulations, including RCW 42.56.
- Knowledge of retention periods and disposition schedules for public records.
- Ability to perform public disclosures in a highly visible environment, and knowledge of exemptions, and withholding logs.
- Experience working with elected officials, the Washington State Legislature or other comparable environment.
- College level course work or degree in records management or paralegal studies.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **HOW TO APPLY**

Interested applicants should submit: 1) a letter of interest; 2) a resume; 3) a list of at least three professional references, including one supervisor.

This position is open until filled. Applicants are encouraged to submit materials as soon as possible, as screening will begin immediately.

### **Send application materials and direct any questions to:**

Chief Clerk  
Washington State House of Representatives  
PO Box 40600  
Olympia WA 98504  
[Chief.Clerk@leg.wa.gov](mailto:Chief.Clerk@leg.wa.gov)

*We would prefer to receive all application packages via e-mail with attachments in either a Word or .pdf document.*

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.