



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

Public Records Assistant
(Nonpartisan)

LOCATION: Olympia, Washington

SALARY: DEPENDENT ON QUALIFICATIONS, BENEFITS ELIGIBLE

CLOSING DATE: This position is open until filled.

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. This position will be responsible for assisting in managing the public disclosure function for House of Representatives, serving 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

- Search and gather records responsive to public records request and to ensure records are collected in an unredacted and unaltered state
- Manage the intake process of public records requests.
- Identify and coordinate the production of public records to meet legal deadlines.
- Communicate and meet with record holders and requestors to facilitate responses.
- Review responsive records for redactions and withholding exemptions.
- Maintain a log of public record requests.
- Evaluate, analyze and make recommendations regarding public disclosure requests and records management.
- Provide technical assistance to staff, supervisor and managers with identifying requested information, especially in the retrieval of electronic and metadata.

- Resolve internal and external client concerns with a high level of customer service, using discretion to triage confidential and sensitive information.

QUALIFICATIONS

- Experience in managing public records requests for a governmental agency, including working with electronic record searches and retrieval of documents.
- Knowledge of public records regulations, including RCW 42.56.
- Knowledge of retention periods and dispositions schedules for public records.
- Expert knowledge of Microsoft Office applications such as, Word, Excel, and Outlook
- Experience with Adobe Acrobat
- Ability to perform public disclosures in a highly visible environment, and knowledge of exemptions, and withholding logs.
- Excellent organizational skills, including the ability to prioritize, coordinate and simultaneously manage multiple projects with a high level of quality.
- Ability to maintain confidentiality and build trust across organizational boundaries.
- Ability to work within a team environment to collaborate and interface with all levels of the Legislature.
- 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.
- Ability to interact professionally with internal and/or external customers.

DESIRED QUALIFICATIONS

- Demonstrated ability to provide training and consultation to staff.
- Experience working with elected officials, the Washington State Legislature or other comparable environment.
- Experience with records management software programs like GovQA or similar

EDUCATION & EXPERIENCE

To qualify for this position, you must have:

A minimum of two years as a Public Records Analyst, Forms and Records Analyst or like position within Washington State.

OR

A high school diploma, or equivalent, AND three years of experience with public disclosure, forms and/or records management, and clerical duties associated with records management, public disclosure, paralegal or customer service.

OR

An Associate of Arts degree in business administration, business management, paralegal, or a related field, and clerical duties associated with records management, public disclosure, paralegal or customer service.

Formal education and/or training in office, secretarial, or administrative occupations may substitute, year for year, for experience.

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

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 and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation/gender identity, age, disability, honorably discharged veteran or military status, retaliation or the use of using a trained dog guide or service animal. We encourage people of all backgrounds to apply, including those listed above and those with other diverse life experiences. Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact House ADA Coordinator Kyle Overmiller at kyle.overmiller@leg.wa.gov or 360-786-7271, or TTD 1-800-635-9993.