
Job Title	Coordinator Public Information Office	Job Title Code	127151
Reports to	General Counsel	Wage/Hour Status	Exempt
Dept/School	Legal Department	Pay Grade	103
		Date Revised	December 12, 2024

Primary Purpose

Manage public records requests in compliance with Texas law, Office of the Texas Attorney General, and district policies and procedures. Additionally, provide litigation support by assisting with district legal matters related to district operations, including document management and preparing records for legal use.

Education/Certification

- Bachelor's degree in business administration or related field
- High School Diploma/GED

Special Knowledge/Skills

- Working knowledge and comprehensive understanding of the Texas Public Information Act
- Knowledge of a variety of records management techniques for maintenance of hard copy and electronic records
- Ability to maintain strict confidentiality and exercise discretion and sound decision making when handling sensitive documents
- Strong analytical, organizational and interpersonal skills
- Detail oriented and customer service focused
- Ability to work independently with little direction
- Excellent oral and written communication skills, including the ability to speak effectively to employees and the public
- Ability to establish and maintain cooperative and effective working relationships with others
- Knowledge of legal terminology and principles
- Knowledge of rules regulating paralegals
- Computer skills of rules regulating paralegals
- Computer skills including MS Windows and MS Office Professional
- Ability to produce accurate and precise results

Experience

- Five (5) years related experience

Major Responsibilities and Duties

1. Prepare responses for public records requests, in a timely manner, within guidelines established by the Texas Public Information Act.
2. Coordinate retrieval of information and address questions or problems, as necessary.
3. Consult with and inform district employees on the requirements of the Public Information Act and applicable district policies.
4. Interpret, apply and explain codes, laws, rules and regulations related to assigned activities.
5. Coordinate with Legal Counsel to evaluate whether any record or part of a record is exempt, redact record, and prepare appropriate redaction and exemption logs.
6. Operate a variety of computer programs.
7. Provide training on public records compliance.
8. Implement, administer and provide staff training on the use of software for online requests and tracking.
9. Maintain confidentiality of all department and District communications.

JOB DESCRIPTION

10. Exercise judgment based on knowledge and experience to plan details of the work and prioritize tasks to accomplish work objectives.
11. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
12. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
13. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to the District operations.
14. Meet deadlines and work well under pressure.
15. Conduct legal research using manual and electronic methods.
16. Draft contracts, leases, public bids, and other legal documents.
17. Gather information, materials, documents, reports and evidence for discovery, hearing and trials.
18. Prepare reports, correspondence, and memoranda of law, settlement agreements and other documents.
19. Maintain physical and electronic files and documents.
20. Stay abreast of policies and procedures related to legal counsel.
21. Assist with the preparation of purchase orders and payment authorizations.
22. Assist in reviewing and responding to subpoenas.
23. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions, prolonged use of computer, extensive oral proofreading, excellent grammatical skills, as well as prolonged and irregular hours; occasional District-wide and statewide travel.

Terms of Employment

226 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____



JOB DESCRIPTION

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.