

<b>Job Title:</b>	Secretary Superintendent's Office Open Records	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	General Counsel	<b>Pay Grade:</b>	306
<b>Dept. /School:</b>	Legal	<b>Date Revised:</b>	November 29, 2023

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**Primary Purpose**

Process information for open/public records requests. Perform general office procedures for the Office of the Superintendent.

**Qualifications****Education/Certification**

High school diploma/GED

**Special Knowledge/Skills**

- Passing score on the District's clerical test
- Knowledge of the Freedom of Information Act
- Excellent organization, communication, and interpersonal skills
- Proficiency in the use of computers and software applications
- Ability to effectively communicate orally and in writing
- Ability to work effectively with District staff, outside agencies and the public
- Ability to use District data management systems

**Experience**

Three (3) years related experience

**Major Responsibilities and Duties**

1. Serve as the District's contact person for open/public records requests.
2. Manage and maintain the District's open/public records request online system database.
3. Route open/public records requests appropriate personnel to begin the process of gathering pertinent information.
4. Compile, redact (as required) and produce information responsive to open/public records requests.
5. Conduct research and utilize available resources to ensure compliance with FERPA, State statutes, and District policies governing open/public records requests.
6. Coordinate communication with the Community Engagement Department and Legal Counsel pertaining to critical campus matters and regarding open/public records requests.
7. Prepare cost estimates associated with open/public records requests.
8. Communicate with the community to provide, clarify, and collect fees associated with open/public records requests.
9. Process payment of collected fees in collaboration with the Finance Department.
10. Initiate requisitions through the purchase order and warehouse online ordering system.
11. Maintain inventory of supplies and FAMS equipment, as needed to maintain the efficient and economical operation of the department.
12. Serve as backup to other secretarial staff in the Office of the Superintendent.
13. Assist the Operations Manager and other staff of the Superintendent's Office as needed.
14. Provide professional, accurate and proficient support services by composing and producing departmental documentation and correspondence and filing records.
15. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
16. Support the goals and objectives of the district and follow the established District policies and procedures.
17. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to District operations.

- 18. Maintain confidentiality of all department and District communications.
- 19. Meet deadlines and work well under pressure.
- 20. Work independently receiving a minimum of detailed supervision and guidance.
- 21. Utilize the personal computer, internet, and the District's online open/public records request system in the performance of duties.
- 22. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Personal computers, laptop, printers, fax machine, copier, calculator, typewriter, laminators, handheld technology, scanner, in-focus projector, overhead projector, and digital camera

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintains emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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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 a copy

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.