

Public Records Office – Document Control Specialist

Position Details

Class Code: 4406

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates, plans, prepares, and maintains administrative records management programs and procedures to ensure compliance with applicable laws and regulations; provides technical support for document control systems.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees the completion of public records requests.
2. Coordinates public records requests requiring responses from multiple departments.
3. Responds to public records requests within five (5) business days and meets self-imposed deadlines to provide records or follow-up with requestors.
4. When needed, proactively clarifies with requestors to ensure they receive the records they are looking for and that employees are not retrieving unnecessary documents.
5. Monitors public records requests to ensure compliance with statutory requirements.

6. Confers with Clark County School District Office of the General Counsel, department directors, and other CCSD staff regarding pending issues related to public records requests.
7. Develops and maintains Districtwide records policies and procedures relating to public records requests.
8. Provides assistance to all District employees regarding public records requests; maintains contact with staff from all CCSD departments and divisions to coordinate requests for records research and production.
9. Evaluates and continuously improves the public records process and customer service delivery.
10. Manages sizable, complex, or non-routine public records requests from inside and outside CCSD.
11. Documents and tracks all dates relevant to public records requests.
12. Corresponds with requestors and prepares written cost estimates, when needed.
13. Collaborates with personnel to ascertain the volume and nature of responsive records.
14. Evaluates public records requests for sensitive and/or confidential information; coordinates with CCSD Office of the General Counsel to determine if a record, or part of any record, is exempt from disclosure.
15. Performs redactions of confidential, exempt, and sensitive information. Prepares appropriate explanation and exemption logs.
16. Performs electronic mail extractions within all levels of CCSD hierarchy.
17. Performs cell phone searches; extracts and downloads data to readable format from within all levels of the CCSD hierarchy.
18. Maintains a complete, accurate record of all public disclosure requests including the original request, all communications regarding the request, response dates, and any reports provided or withheld.
19. Manages retention and destruction of digital and hard copy files.
20. Manages archived public records retention schedules.
21. Researches and prepares reports to communicate public records requests compliance; summarizes results and makes recommendations for process improvements.
22. Maintains database and procedures for processing public records requests in accordance with the Nevada Revised Statutes (NRS) 239.
23. Review video surveillance software (i.e. Milestone Videos, etc.) and coordinates redactions with Vegas PBS.
24. Provides technical support to personnel responsible for collecting, distributing, processing, filing, and secure retention of department/division records.

25. Assists administration with updating and implementing records management systems that address and ensure compliance with state and federal regulations and legal requirements related to records retention, storage media, and admissibility of information.
 26. Develops necessary forms for processing, tracking, and storage of department/division records.
 27. Reviews, evaluates, and makes recommendations regarding records management software and hardware.
 28. Conforms to safety standards, as prescribed.
 29. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves coordinating records management and archival activities to ensure compliance; provides technical training and support for records personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Thorough knowledge of federal, state, and local laws pertaining to public records.
2. Skill in the operation of computer hardware and software programs necessary to perform the duties of the position.
3. Knowledge of organizing and planning methods used to coordinate research and completion of large volumes of records requests.
4. Knowledge of records management practices and procedures.
5. Knowledge of methods for conducting research, program analysis, and report preparation.
6. Knowledge of policy development principles and practices and CCSD organizational structure, functions, policies, and operating procedures.
7. Knowledge of optical document imaging systems.
8. Knowledge of records retention and archival storage requirements.
9. Knowledge of records management and database management systems.
10. Ability to work independently with minimal supervision, organize and prioritize work, and meet critical deadlines.
11. Ability to use correct English, grammar, punctuation, and spelling.
12. Ability to conduct research and interpret/arrange data from statistics and data analysis into thorough and concise reports.

13. Ability to prepare and maintain complete, accurate, and concise reports and business correspondence.
 14. Ability to communicate clearly and concisely, verbally and in writing; communicate effectively with individuals encountered in the course of work to include citizens, executive-level employees, elected officials, and media outlets.
 15. Ability to establish and maintain effective working relationships with those contacted in the course of work.
 16. Ability to maintain strict confidentiality and exercise discretion and sound decision-making when handling sensitive documents.
 17. Ability to prepare technical reports, procedures, and informational flow charts.
 18. Ability to work flexible hours or shifts.
 19. Ability to judge when to act independently and when to refer situations to an administrator.
 20. Ability to work cooperatively with employees, vendors, and other public agencies.
 21. Ability to recognize and report hazards and apply safe work methods.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Bachelor's degree from an accredited college or university in business administration/management, library science, database management, or related field; and, two (2) years' experience in records/database management and configuration management; or,
Associate's degree from an accredited college or university in business administration, library science, database management, or related field; and, four (4) years' experience in records/database management and configuration management; or,
Six (6) years' experience in records/database management and configuration management.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Administrative management background with an emphasis in records management and technical writing skills.
 2. Proficient understanding of NRS Chapter 239 – Public Records Law, state laws, and CCSD Regulation 1211.
 3. Ability to learn new computer applications, including electronic tracking software, Google Vault search, and software specific to cell phone and electronic mail extraction.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. College transcript(s) from an accredited college or university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District – Public Records Office.

Work Environment

Strength

Light - exert force up to 20 lbs., occasionally; or 10 lbs., frequently; or negligible force constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/18/23
- Created: 03/14/02