



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR OPEN RECORDS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8133
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for intake and fulfillment of all open records, video preservation and litigation hold requests to JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for intake and fulfillment of all open records requests to JCPS

Responds to all requests within three (3) business days, as required by law; the response will include the records or request an extension if one is needed or warranted

Disseminates requests to appropriate departments within JCPS, compiles records, redacts records in accordance with Kentucky laws, and responds to requests in accordance with Kentucky laws, court precedents, opinions from the Kentucky Attorney General, and FERPA

Works with internal and external Departments to compile documentation needed for the open records requests, video preservation and fulfillment of litigation holds

Assists the General Counsel in evaluating issues related to open records, FERPA, video preservation, litigation holds and other District, State and Federal requirements related to public records

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree

Extensive knowledge of Kentucky Open Records Open Meetings laws and the Family Education Rights and Privacy Act (FERPA)

Effective communication skills

DESIRABLE QUALIFICATIONS

Juris Doctorate (legal degree)

Kentucky law license in good standing with the Kentucky Bar Association

Two (2) years of experience as a practicing attorney

Previous experience in assisting agencies with interpreting Kentucky Open Records Open Meetings laws and FERPA

Previous experience fulfilling open records requests

Experience in diverse workplace