CLASSIFICATION TITLE:	JOB NUMBER:	AFFILIATION:
Police Public Records Specialist	JP-0111	Police Professional Staff Guild
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
Police Public Records Supervisor	PPSG 07	Non-Exempt

GENERAL SUMMARY

Performs administrative support work processing police public records requests submitted under the Washington State Public Records Act (Ch. 42.56 RCW), and related work as apparent or assigned. Work is performed under the moderate supervision of the Police Public Records Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Receives, logs and processes police public records requests in accordance with state/federal law and city policies and procedures and under the guidance and direction of the Police Public Records Supervisor.
- Coordinates with the Police Public Records Supervisor to interpret complex records requests and establish reasonable due dates.
- Communicates with public records requestors to obtain clarification when necessary, prioritize elements of the request, determine reasonable timeframes for response, and keep the requestor informed on the progress of the request, memorializing the communications in writing. Provides third-party notification to affected parties as required or appropriate to maintain the balance between meeting public disclosure obligations and safeguarding privacy and confidential information.
- Coordinates, reviews, and analyzes the collection and compilation of responsive police records. Records may contain graphic, violent, and/or disturbing content.

- In consultation with the Police Public Records Supervisor, determines if collected records are exempt from production and prepares exemption/redaction logs following established directives, guidance and advice from the City Attorney's Office.
- Responds to questions and concerns from the public; provides information as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable federal, state, and local laws, rules, codes and regulations related to assigned activities, including but not limited to the Washington State Public Records Act (Ch. 42.56 RCW).
- Modern office practices, procedures, equipment, and computer use/application. Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Techniques for providing a high level of customer service to the public, other agencies, and city staff.
- City organization, operations, policies and objectives.

Skills and abilities to:

- Maintain confidentiality of sensitive materials and information.
- Demonstrate an understanding of the applicable laws, policies, procedures, and work methods associated with assigned duties, including but not limited to the Washington State Public Records Act, the exemptions and redactions allowed therein, and other applicable laws, and incorporate changes in the law as instructed by the City Attorney and/or the City's Public Records Officer.
- Demonstrate organization and analytical skills with the ability to handle simultaneous coordination of multiple similar tasks.
- Demonstrate exceptional attention to detail, good judgment, and strict adherence to deadlines so as to prevent errors and avoid exposure to the City.
- Analyze situations accurately and adopt an effective course of action.
- Use tact, patience and courtesy.
- Comprehend and use English effectively.
- Establish and maintain effective working relationships with city staff and the public.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Obtain Washington State ACCESS System Certification (Level II) and CJIS Certification upon hire date and maintain throughout employment.

- Obtain Washington Association of Public Records Officers (WAPRO) certification within one (1) year of hire and maintain throughout employment.
- Pass a pre-employment background investigation.

EDUCATION AND EXPERIENCE

Associate's degree with classes in Public Administration, Political Science or related field and three (3) years of experience in coordinating and/or administering public records disclosure, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, standing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee, and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director	**Date** 07/07/2026
Department Head	**Date** 7/8/2026
City Manager or Authorized Designee	**Date** 7/8/2026