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# EVERGREEN

## The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: [www.evergreen.edu/employment](http://www.evergreen.edu/employment) Email: [jobline@evergreen.edu](mailto:jobline@evergreen.edu)  
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

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Bulletin 2009-026MLU

Opens: October 29, 2009

Review of applications begins: November 23, 2009

Applicants are encouraged to apply by this date.

### PUBLIC RECORDS OFFICER

#### SPECIAL NOTE

This position is a full time, 18-month project "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. **This job bulletin was revised on November 17, 2009 to correct a clerical error in the Essential Functions section of the document.**

#### COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program, and seven public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

#### POSITION PURPOSE

The Public Records Officer is responsible for managing and responding to public records requests and ensuring compliance with applicable college policies and state and federal laws and guidelines. This position receives functional supervision from the Executive Associate to the Vice President for Finance and Administration.

#### COMPENSATION

- Salary is \$3,537 to \$4,068 per month of full time work depending on experience and qualifications.
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

#### DESIRED QUALIFICATIONS

- Bachelor's degree
- Two years of progressively responsible experience in a legal or administrative office, including experience working with legal discovery and/or redacting records
- Experience administering Washington State's Public Records law

#### ESSENTIAL FUNCTIONS

- Administer and manage the college's public records request program, including interpreting and enforcing RCW 42.56 (Washington State Public Records Law), approving or denying the request based on RCW 42.56 and federal privacy laws, and determining and coordinating the process, steps and timelines for responding to the request.
- Receive and record public records requests, assuring that each request complies with legal deadlines.
- Advise and assist requestor in defining the scope of public record request.

**ESSENTIAL FUNCTIONS (continued)**

- Provide guidance to staff in identifying records and documents responsive to public record request. Oversee the collection and transfer of records and documents to and from work units and/or staff.
- Review public request related records and documents to identify and redact information exempt from disclosure.
- Produce and provide records to requestor. Produce and maintain a duplicate set for verification.
- Maintain database and files of records related to requests in compliance with public records law and records retention statutes.
- Respond to questions from the campus and requestors relating to specific public records requests.
- Develop training materials and provide training regarding public records request requirements, timelines and processes.
- Consult with Attorney General's Office (AGO) on public records requests, as needed.

**ADDITIONAL DUTIES**

- Assist in developing and improving college records retention policies and procedures.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced knowledge of public records law, records retention regulations and legal discovery.
- Strong organizational skills and ability to handle large volume workloads under strict legal deadlines; ability to track critical deadlines for self and others.
- Demonstrates discretion and tact while working with highly sensitive materials of interest to those inside and outside of the college.
- Ability to work collaboratively and respectfully with diverse populations.
- Excellent judgment and analytical skills.
- Excellent public relations and customer service skills.
- Ability to maintain confidentiality of records and documents.
- Excellent oral, written and interpersonal communication skills, including ability to communicate in numerous and highly diverse environments.
- Database and/or file management skills.

**CONDITIONS OF EMPLOYMENT**

- Must provide proof of identity and employment eligibility within three (3) days of beginning work; and
- May be required to submit to a background check.

## **APPLICATION PROCESS**

**TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:**

1. A letter of application that clearly states how you meet the desired qualifications and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate at least the first four Knowledge, Skills and Abilities statements listed above.
2. A resume which includes a chronological work history that details your education, training and professional experience including months and years in each position and key achievements and results of your work.
3. A list of at least 3 professional references.

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

**Materials may be submitted using any one of the following options:**

- ❖ **Email:** [jobline@evergreen.edu](mailto:jobline@evergreen.edu)
- ❖ **Mail:** The Evergreen State College  
Human Resource Services, L3102  
2700 Evergreen Parkway NW  
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

**Application materials submitted to the College become property of the College and will not be returned.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to [jobline@evergreen.edu](mailto:jobline@evergreen.edu).

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: [www.evergreen.edu/employment](http://www.evergreen.edu/employment)

**Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.**

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## AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) \_\_\_\_\_

Position: PUBLIC RECORDS OFFICER - 2009-026MLU

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: \_\_\_\_\_
- An organization publication: \_\_\_\_\_
- Other web site: \_\_\_\_\_
- Newspaper or other publication: \_\_\_\_\_
- Other: \_\_\_\_\_

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.*

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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## REFERENCES

Name: (Print) \_\_\_\_\_

Position: PUBLIC RECORDS OFFICER - 2009-026MLU

References: Please print or type: Name, position title, current address and telephone number.

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**(List additional references on separate sheet)**

*"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."*

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date