

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Public Records Manager**

**Department: City Attorney's Office**

**Pay Grade: GS.09**

**Supervision Received From: Asst. City Attorney**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 8/14/13**

**Revision Dates: 4/3/25;**

**12/27/24; 10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for interpreting and ensuring compliance with the Tennessee Open Records Act. Duties include but are not limited to: interpreting and applying the Tennessee Code Annotated (TCA) related to open records requests; responding to and completing open records requests; and compiling materials as part of the discovery process. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** The Public Records Manager is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Interprets and applies the TCA related to open records and to respond to open requests; analyzes, and comments on proposed changes to the law; drafts policy and procedures for processing requests; ensures compliance with applicable state, local, and federal laws, ordinances, and statutes.

Coordinates communication and training of Records Liaisons on a City-wide basis.

Serves as Coordinator of Records and on the Information Management Team engaged in the process of records disposition, to include arranging meetings, review of disposition logs, conducting presentations, presenting notices before City Council, and providing public notices.

Tracks and responds to open record requests determining what to include based on applicable laws and statutes.

Researches, analyzes, investigates legal issues and matters, and recommends strategies based on the findings.

Evaluates evidence, relevance and importance of case law, statutes, the applicability to specific cases/matters, prepares memorandum of law, analyzes and summarizes depositions, and witness statements.

Interviews witnesses to determine legal direction and ascertain what processes are needed to complete the case; and prepares witness summary of witness testimony.

Serves as liaison with departments and directs discovery requests and responses, requests for production, and interrogatories; reviews all discovery responses; and prepares a written summary report.

Prepares legal documents, pleadings, routine and non-routine motions, subpoenas; reviews and drafts contracts and leases.

May serve as lead to lower level staff.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:** Associate's degree in paralegal studies or a related area with three (3) years of work experience in a legal environment; OR a bachelor's degree in paralegal studies or a related area with one (1) year of work experience in a legal environment; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:** If a City vehicle is operated, a valid driver's license is required.

#### SUPPLEMENTAL INFORMATION:

Knowledge of principles and practices of federal, state and local laws, legal codes, regulations, policies, and procedures; case law, court precedents, and court procedures; legal forms and formats, documents, terminology, law library use; legal database software; research techniques; customer service; techniques of interviewing; securing evidence and documentation; rules of evidence; investigative procedures; record keeping; legal filing policy and procedures.

Skill in interpreting and applying the law, statutes, codes, ordinance, and regulations; researching and analyzing information and municipal legal issues; interviewing and communicating effectively; reading, understanding, and interpreting written documents; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; considering the relative costs and benefits of potential actions; communicating effectively in writing and orally; active listening and asking questions as appropriate; managing, planning, and organizing time and assignments to complete work; and using computer databases, spreadsheet, electronic mail, internet, word processing, presentation, document numbering, identification, and records maintenance software.

**PHYSICAL DEMANDS:** Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:** Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.