



Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Records Coordinator

Job Specifications			
Classification:	Non-Exempt	Department:	Records
Supervisor:	Operations Director	Location:	Fort Walton Beach
Salary Range:	NE-4	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

Job Summary:

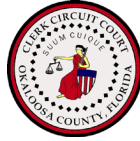
The Records Coordinator serves as the designated Records Management Liaison Officer (RMLO) and a First Circuit Records Officer (RMO). In addition, the Records Coordinator serves as the designed Evidence Custodian. The Records Coordinator provides centralized oversight and coordinates fulfillment of public records requests while adhering to public record laws, the Florida Administrative Code, and Rules of Judicial Administration relating to custody, retention, preservation, storage, access and destruction of public records, court records and evidence. The coordinator is responsible for consultation, training, research, and for the handling of evidence, public and historical records.

The coordinator shall be committed to the mission, vision, and values of the office and demonstrate such through ethical conduct, transparency, individual resourcefulness, and responsive service. The coordinator shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of resources, confident decision-making, personal accountability, and responsibility.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Plans, coordinates, and monitors the records and evidence programs for operations.
- Receives, processes, coordinates, and responds to requests for public records, and court records in the custody of the Clerk of Courts.
- Maintains records request tracking system to monitor timely review and response from departments.
- Coordinates the review of responsive records for exempt information and applying redaction prior to release.



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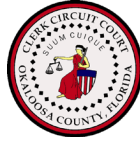
- Prepares and maintains appropriate redaction and exemption logs.
- Develops and implements procedures, guidelines, and controls for storage, retrieval, tracking, and filing of evidence, active and inactive records; ensures evidence and records are maintained and destroyed according to the appropriate laws, codes, and rules.
- Performs reviews to ensure compliance with evidence custody and public records retention schedules.
- Maintains knowledge of changes in legislation regarding evidence, records management and, public records requests, updates staff in response to changes.
- Provides regular and ongoing consultation, training, and direction to departments on the requirements of the Public Records Act, records and evidence retention policies, and procedures.
- Works closely with IT to retain, produce, and provide appropriate access, and dispose of electronic records.
- Ensures public records request procedures and other relevant information is current on the website.
- Performs courier duties when required.
- Perform other duties as assigned.

Minimum Required Qualifications:

- College-level course work in records/information management, library science, history, business or related field plus a minimum of three years' relevant work experience. Will substitute relevant experience in lieu of degree.

Skills and Abilities:

- Must be able to demonstrate skills critical for success including sound judgment, critical thinking, ethical behavior, initiative, decisiveness, flexibility, and planning.
- Organize and work independently on multiple assigned tasks/projects, complete assignments within specified deadlines.
- Ability to work well under pressure.
- Maintain confidentiality.
- Ability to establish and maintain effective working relationships with co-workers, general public, vendors, governmental agencies, attorneys, judicial staff, and the public.
- Study and apply new information.
- Demonstrate project management skills.
- Communicate clearly and concisely, both orally and in writing, with tact and courtesy.
- Possess a valid driver's license.



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ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.