

FOIL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional work responsible for providing support to Records Access Officers in County agencies by overseeing, processing, and responding to Freedom of Information Law (FOIL) requests in a timely manner. The work is performed under the general supervision of a higher-level administrator or attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the workflow of Freedom of Information Law (FOIL) requests by tracking requests;
Assists Records Access Officers with reviewing and redacting responsive County records and drafting written responses;
Answers routine questions from Records Access Officers who are responsible for handling and processing FOIL requests;
Coordinates appropriate written responses to multiple FOIL requests submitted to more than one County agency;
Maintains records and tracking system for all FOIL activity;
Provides information to individuals and organizations, both internally and externally, regarding the status of FOIL requests;
Seeks guidance and receives direction from the Department of Law to ensure proper documentation and appropriate responses to requests for information;
Prepares reports on FOIL requests and activity, as required by the County Attorney;
Provides administrative support to entire FOIL team, including individuals within County agencies, FOIL Appeals Officers, and attorneys working on FOIL issues and requests;
Keeps up to date on developments in FOIL and Open Meetings Law (OML) and provides guidance to County agencies on FOIL and OML issues;
Performs legal research regarding FOIL and OML;
Conducts and coordinates trainings on FOIL and OML;
Assists attorneys in the preparation of litigation hearings and trials by gathering FOIL and OML records, drafting and preparing legal documents, etc.;
Uses computer software and applications or other automated systems such as spreadsheets, word processing, email and database software necessary for performing work assignments;
May perform administrative support as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Freedom of Information Law (FOIL) and the Open Meetings Law (OML) process, procedures and terminology; good knowledge of the time period in which FOILs must be responded to; ability to prepare written material and reports and maintain accurate records; ability to review and respond to information; ability to provide information and guidance to others; ability to perform legal research and prepare legal documents; ability to schedule and coordinate meetings and training sessions related to FOIL and OML; ability to establish and maintain cooperative relationships with others; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to use computer software and applications or other automated systems in the performance of work assignments*.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of paid work experience in a law related setting (e.g., corporate, municipal, private practice) performing law-related tasks (e.g., completion of legal documents, resolutions, or contracts, performing legal research, preparation of materials for cases under litigation) of a responsible or independent nature.

NOTE: A Bachelor's degree or higher that included or was supplemented by thirty (30) credit hours in paralegal or legal studies or comparable curriculum may be substituted for one (1) year of the required experience.

*To be demonstrated during the probationary period.