

Public Information Specialist

Job Type

Part-Time with Full-Time Potential/ Some Flexibility To Work-from-Home

Salary

\$38,224.34 to \$47,776.68 annually, depending on experience and qualifications.

Part-time will be compensated within the above stated range on a pro rata basis for the hours worked.

Assists the County with the processing of Texas Public Information Act (TPIA) and Subpoena (SDT) requests. Must be able to maintain strict confidentiality and discretion in all aspects of client representation. Performs duties in a safe, efficient manner and in compliance with applicable rules and safety procedures.

- * Reviews correspondence received via US Mail, hand delivery, fax and email daily for new TPIA and Subpoena requests; calculates deadlines and prepares requests for further handling by appropriate departments.
- * Calendar and prioritize tasks to efficiently meet statutory and internal deadlines.
- * Must effectively manage and track work
- * Provides notice of receipt of new TPIA requests to County Judge's office and departments.
- * Creates and maintains TPIA and Subpoena files.
- * Communicates both verbally and written as required to process requests.
- * Collects and compiles responsive documentation from the appropriate departments.
- * Reviews and redacts responsive documents in compliance with the TPIA.
- * Drafts correspondence to requestors with responsive documentation for immediate release or based on Attorney General's Opinions.
- * Drafts notices, correspondence, affidavits and invoices related to TPIA/SDT requests.
- * Assists with exhibits to Briefs to be filed with the Attorney General's office and assists with filing and mail-out.
- * Reviews Attorney General Opinions, calculates deadlines and scans documents to electronic files.
- * Updates and maintains department tracking management system, including relevant spreadsheets and prepares periodic reports.
- * Processes completed files for closing and archiving.
- * Processes incoming and outgoing mail, fax and email communications and assists with copying and scanning.
- * Conducts research on Attorney General Opinions and previous TPIA requests.
- * Performs legal research and special projects as assigned.
- * Performs other job-related duties as assigned.

Required:

- High school diploma or GED is required.
- Ability to clearly express information both verbally and written to various recipients.
- Good interpersonal styles and methods.
- Proficiency in Excel, Word, and PowerPoint.

Preferred:

- Associate's or Bachelor's degree is preferred.
- Working knowledge of the Texas Public Information Act is preferred.
- Successful completion of Paralegal certification is preferred.

Blanco County, Texas has a zero-tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment. We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, sex, national origin, veteran status, genetic information or disability.