

The University of Texas at San Antonio

Job Description

Job Title: Open Records Coordinator
Code: 19050
Salary Grade: 59
FLSA Status: Non-Exempt
Department/Division: Legal Affairs
Reports To: Open Records Manager and/or Public Information Officer

Summary

- Function: To provide professional skills and general administration of Texas Public Information Act (TPIA) requests and subpoenas.
- Scope: Under guidance from Open Records Manager and/or Public Information Officer, responsible for analyzing, tracking, and coordinating responses to requests for documents, records, and public information and ensuring UTSA compliance with TPIA state guidelines.

Duties

- Typical:
 1. Receives, tracks and reviews requests for public information under the TPIA and subpoenas.
 2. Evaluates TPIA requests and determines if clarification and/or narrowing of scope is needed.
 3. Directs internal departments (campus liaisons) to gather documents in response to TPIA requests. Provides guidance to liaisons in determining responsiveness.
 4. Reviews collected documents for responsiveness and, in consultation with the Open Records Manager and/or Public Information Officer, determines which TPIA exceptions to apply to the information. Makes necessary redactions to the responsive information subject to these exceptions.
 5. Under guidance from the Open Records Manager and/or Public Information Officer, coordinates with UT System Office of General Counsel attorneys to submit briefing requests for TPIA exceptions to the Attorney General.
 6. Under guidance from the Open Records Manager and/or Public Information Officer, determines and prepares cost estimates and prepares written communication to requester in a timely manner. Ensures payment is collected prior to information release.

7. Under guidance from the Open Records Manager and/or Public Information Officer, coordinates University's response to subpoenas to ensure compliance. Consults and advises regarding document production under the subpoena. Coordinates with and assists internal UTSA departments in producing requested information and records.
 8. Creates and maintains electronic system to track TPIA requests and subpoenas to ensure completion and/or communication within required deadlines and to comply with any UTSA or UT System requirements.
 9. Under guidance from the Open Records Manager and/or Public Information Officer, interprets and applies regulations, policies, and procedures and provides instruction and guidance to appropriate personnel regarding the TPIA and subpoenas.
 10. Maintains current knowledge of the applicable UTSA and UT system policies, and state and federal laws, including the Texas Public Information Act, Federal and Texas Rules of Civil Procedure, FERPA, and federal and state privacy laws.
 11. Consults with the Open Records Manager, Public Information Officer and Chief Legal Officer as needed.
- Periodic:
 1. Performs research and analysis on various topics as determined by the Open Records Manager, Public Information Officer, Chief Legal Officer and/or Associate Counsel.
 2. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	

Other Requirements

Required	Preferred
Ability to maintain confidential information.	
Ability to lift 20 lbs with or without reasonable accommodation.	
Must have valid Texas driver's license or be able to obtain by first day of employment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years administrative support experience in a law firm/office, or government entity.	Experience working as a litigation legal assistant/paralegal in a law office.

	Experience in records management or production.
	Experience with state or federal public information legislation and compliance.
	Experience creating and maintaining databases, electronic calendaring, and/or electronic filing systems.

Equipment

Required	Preferred
Personal computer and knowledge of Microsoft Office Suite to include Word, Excel, and Outlook.	Experience with Adobe Acrobat Pro software and Microsoft Access database software.

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Open Records Manager, Public Information Officer and/or Chief Legal Officer.	N/A

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
