Job Title:	Open Records Specialist	**Wage/Hour Status**:	Exempt
Reports To:	Assistant Superintendent of Human Resources	**Pay Grade:**	Administrative 1
Dept. /School:	Administration Building	**Date Revised:**	11/10/2026

Primary Purpose:

Prepare and post agendas; coordinate materials; record, transcribe, and maintain minutes; organize and manage the routine work activities of an administrative office; provide clerical services to the Board of Education and Chief of Staff

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited institution required.
- Paralegal certificate, legal studies coursework, or equivalent professional training preferred.

Special Knowledge/Skills:

- Strong knowledge of Texas public school grievance procedures and Board Policy DGBA (LOCAL).
- Working knowledge of the Texas Public Information Act and related timelines and exemptions preferred.
- Demonstrated ability to manage confidential information with absolute discretion.
- Excellent organizational, written, and oral communication skills.
- Ability to design and maintain tracking systems, workflows, and document repositories.
- Ability to exercise independent judgment within established policy and procedural frameworks.
- Ability to work effectively with senior leadership, outside counsel, campus administrators, and staff under time-sensitive conditions.

Experience:

- Minimum of three (3) years related experience required.
- Minimum of five (5) years of progressively responsible experience preferred.
- Prior experience coordinating with outside counsel and managing confidential legal or personnel matters preferred.

Major Responsibilities and Duties:

Public Information Request (PIR) Management

- Oversee the District's Public Information Request process, including intake, logging, tracking, and monitoring of statutory deadlines.
- Coordinate with District departments to obtain responsive records; supervise the Legal Clerk's document-collection and packet-assembly work.
- Identify potential legal, privilege, or exemption issues and promptly refer them to contracted General Counsel for determination.
- Ensure responses are assembled and issued in accordance with the Texas Public Information Act and District procedures.

Support to Contracted General Counsel & Board

- Assist contracted General Counsel with preparation of exhibits, document bundles, and presentation materials for Board meetings and other proceedings.
- Coordinate logistics and information flow between District staff and outside counsel as directed.
- Provide operational support for Board-related legal matters as assigned.

Process Design, Systems & Supervision

- Facilitate processes and provide guidance to campuses and departments regarding subpoena receipt and compliance
- Design, implement, and continuously improve workflows, tracking systems, and document management practices, and Public Information Requests.
- Maintain the centralized repository PIR records in accordance with District records retention requirements.
- Prepare reports and status summaries for the Chief of Staff and other senior leaders as requested.
- Perform other duties as assigned

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.
Occasionally (0-33% of day, 0-32 repetitions)
Frequently (34-66% of day, 33-200 repetitions)
Constantly (67-100% of day, >200+ repetitions)
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects
Indoors, in controlled environment

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.