

**JOB DESCRIPTION**

POSITION TITLE: Redaction Release Specialist

FLSA Designation: Non-Exempt

EEO Category: Office and Clerical

SOC: 23-2011

Last Review/Updated: 04/07/2023

**Job Summary:** This position involves paralegal work that consists primarily of retrieving and redacting records in accordance with applicable statutes and policies to respond to requests for information from the public, from case participants, courts, attorneys, the Department of Children and Families, and from other child welfare agencies. This position reports directly to the Records Manager.

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:** Commitment to ensuring accountability and a results-based orientation.

**Core Function:** *Retrieve records for requests and subpoenas*

* Verify the identity of the requestor and verify if the requestor has rights to the requested information.
* Use document imaging systems to locate and export electronic case file records.
* Search records catalogs to locate and request paper records from storage.
* Submit the retrieved paper records for integration into the electronic records system.
* Review electronic records to identify and correct filing errors prior to export.

**Core Function:** *Redaction of Confidential Information for requests and subpoenas*

* Use redaction software to accurately and thoroughly redact records to prevent release of confidential information to unauthorized parties and generate a redaction privilege log that identifies the statutory reason for each redaction.
* Use an electronic log to schedule and track the status of all records requests and redaction projects.
* Retain digital copies of all information requests, responses and related information.
* Communicate with requestors, DCF Records Technicians, DCF Attorneys, Supervisors and the Partnership for Strong Families Single Point of Contact for Records as needed.
* Comply with applicable statutes, regulations and policies and assist in reviews and audits.

**Core Function:** *Network of Systems*

* Attend team staff meetings and other meetings and conferences as necessary.
* Attend one-on-one meetings with supervisor at least once every two weeks.
* Attend and document at least 12-hours of training sessions each calendar year.
* Complete projects on a schedule that is consistent with the related set of tasks.
* Report breaches of security and conflicts of interest to supervisor as they become known.
* Perform other business duties as determined by supervisor.

**Core Principle:** To respect the diversity of all children and families in the community.

**Competency:** Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Function:**

* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Associate’s degree from an accredited college or university
* Training or experience redacting confidential information from documents
* Accessibility to reliable transportation
* Have the knowledge, skills and abilities required for this position
* Related experience may be substituted on a year for year basis for the required education

PREFERRED:

* Associate’s degree in Legal Assisting or Paralegal Studies from an accredited college or university
* Pass the Certified Paralegal (CP) exam or Certified Legal Assistant (CLA) exam
* At least 2 years of office work, at least 6 months of which involve records redaction
* Experience using a document imaging electronic records system

**Knowledge, Skills, and Abilities:**

* Proficiency in Adobe Acrobat or other PDF and Microsoft Word and Excel.
* Knowledge of generally accepted PFSF programs and PFSF management practices and principles.
* Outstanding focus, concentration, attention to detail and organizational skills.
* Highly responsible and reliable.
* Possess excellent verbal and written communication skills, hold critical information confidential and in a secure setting.
* Ability to read from a computer monitor during the majority of each work day.
* Ability to manage multiple tasks.
* Ability to work independently and utilize initiative, ability to be organized and to meet strict deadlines.
* Ability to work with a team.
* Ability to develop, interpret, adapt and apply guidelines and procedures.
* Ability to adhere to details.
* Strong problem-solving skills.

**Physical Requirements:**

Sitting 85%

Standing 4%

Mobility (moving between internal offices) 5%

Kneeling/Bending/Stooping 5%

Reaching, overhead 1%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

Ability to Lift and carry up to 30 pounds.

**Travel**

 Same Day [x] Infrequent [ ] Occasional [ ]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [x] Infrequent [ ] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s Inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**