

# POLICE OPEN RECORDS LEGAL ADVISOR

Recruitment #2211-4725-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	01/06/2023 09:00:00 AM
<b>Filing Deadline</b>	01/27/2023 11:59:00 PM
<b>HR Analyst</b>	Aisha Hendree

## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

Under the direction of the Police Inspector, Administration Bureau, the Police Open Records Legal Advisor works in conjunction with the Administration Bureau to directly advise and oversee the day-to-day operations of the Milwaukee Police Department (MPD) Open Records section and ensure that all Open Records Section responses are compliant with state and federal laws.



## ESSENTIAL FUNCTIONS

### Operational Management

- Advise the Open Records Section staff on a day-to-day basis, including reviewing and updating responses to open records requests and providing guidance and assistance to staff.
- Directly handle high-profile, difficult, or complex open records requests, including pulling records and reviewing, redacting, and responding to requests.
- Keep up-to-date on the Wisconsin Public Records law, including updating letters and providing clarification to staff regarding new issues.
- Work with the Open Records Section's designated media request responder, including reviewing all media requests and reviewing and aiding in the response to complex media requests.
- Coordinate with the records retention officer regarding records retention schedules, and ensure compliance with applicable laws regarding the retention and destruction of records.
- Act as a representative of the Open Records Section to the public as necessary, such as explaining records responses to the public, handling open records discussions with the media, and fielding calls from outside attorneys.

- Liaise with the Milwaukee City Attorney concerning the day-to-day operations of the Open Records Section and regarding difficult or complex records requests.
- Liaise between the Open Records Section and other sections of the MPD to aid in the pull of records; discuss redactions and sensitive records; provide advice, training, and consultation on records and information management compliance issues, record system efficiencies, legal standards, and the Wisconsin Open Records laws; and educate MPD personnel on records retention and destruction.

### **Strategic Organizational Management**

- Develop methods and strategies for continued and improved efficiency of the Open Records Section.
- Develop and monitor standards and guidelines for MPD compliance with applicable laws and best practices regarding the response to open records requests.
- Continually review the best practice for the timely handling and response to open records requests.
- Work with Open Records Section supervisor to ensure that all staff is trained in the pull of various types of records, including video and audio.
- Ensure records systems remain in compliance with local, state, and federal records law including preserving and maintaining the integrity and authenticity of records in a secure manner for appropriate retrieval and final disposition.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in information management, business, political science, technical writing, or a related field from an accredited college or university.
2. Three years of experience coordinating or administering open records disclosure activities performing duties related to this position.

*Equivalent combinations of education and experience may also be considered. For example, a related bachelor's degree **PLUS A or B**, below, is considered equivalent:*

- A. Juris doctor (JD) from an American Bar Association (ABA)-Approved Law School and eligibility for a Wisconsin law license/membership in the Wisconsin Bar Association, **OR**
- B. Master's degree in public administration, business administration, technical communication, or a related field from an accredited college or university, **PLUS** one year of experience as described under #2.

**NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.**

### **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

#### **Technical**

- Ability to read and understand complex work-related documents such as policies, procedures, and laws.
- Knowledge of local, state, and federal records laws, including Wisconsin Open Records Statutes and public sector records retention laws, and how they pertain to law enforcement entities.
- Analytical and problem-solving skills to be able to understand complex records and information record keeping methods, including standards for quality control methodologies and records storage systems.
- Knowledge of information technology related to records and proficiency using related applications.
- Knowledge of research methodologies and the ability to conduct sound research.
- Strong legal writing skills, and knowledge of the Bluebook legal citation method.

#### **Supervision**

- Ability to direct day-to-day operations independently while maintaining a high level of accuracy of the work unit.
- Ability to assign work, evaluate performance, select staff, and train and develop employees.

- Ability to establish and maintain a cohesive work environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to perform strategic planning to create efficiencies and to ensure that the work of the division aligns with the MPD's mission and vision.
- Ability to evaluate and apply conflict resolution strategies.

### **Communication/Interpersonal**

- Excellent written communication skills to be able to write clear, concise, and error-free correspondence, reports, and training materials; knowledge of *The Bluebook: A Uniform System of Citation* legal citation method and strong legal writing skills.
- Oral communication and presentation skills to be able to convey information clearly and effectively.
- Skill in providing training and guidance to be able to serve as an expert regarding open records requests.
- Ability to maintain effective working relationships with all levels of staff in a quasi-military environment.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Customer service skills to be responsive and professional with other agencies, the media, and the public.

### **Judgement and Professionalism**

- Ability to organize and prioritize work assignments and meet varying deadlines regularly.
- Ability to appropriately handle sensitive information and to maintain confidentiality.
- Ability to administer honesty, integrity, and humility while providing impartial stewardship.
- Ability to make effective decisions and to use sound judgment.
- Skill in problem solving.

## **CURRENT SALARY**

**The current salary range (Pay Range 2MX) is \$76,988-\$107,782 annually, and the resident incentive salary range for City of Milwaukee residents is \$79,297-\$111,016.**

***Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.***

The City of Milwaukee provides a comprehensive benefit program that includes the following:

### **BENEFITS**

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>

## **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after the deadline date listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**\* NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire. \***

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL)
- Applications and license documentation should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 205*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*