

POLICE OPEN RECORDS LEGAL ADVISOR

Recruitment #1903-4725-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/5/2019 08:00:00 AM
Filing Deadline	4/26/2019 11:59:00 PM
HR Analyst	Marti Cargile

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 old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

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 MPD Open Records section and ensure that all Open Records Section responses are compliant with applicable state and federal laws.

ESSENTIAL FUNCTIONS

- 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.

- 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.

Reasonable accommodations requested by qualified individuals with disabilities will be made 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.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- 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.
- 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.

- Interpersonal skills and the 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.
- Ability to organize and prioritize work assignments and meet varying deadlines regularly.
- Honesty, integrity, and the ability to maintain confidentiality regarding all work activities.

CURRENT SALARY

The current salary range (Pay Range 2IX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. 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:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 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/Benefits2019#.XBrlQE2ot6A>.

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 **Friday, April 26, 2019**. 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, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at 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.