

County of Leelanau  
Job Description

**FOIA COORDINATOR**

**Supervised By:** County Prosecutor  
**FLSA Status:** Non-Exempt

**General Summary:**

Under the supervision of the Prosecuting Attorney, coordinates and processes FOIA and requests pursuant to the Freedom of Information Act of the Department of Commerce FOIA regulations (MCL 15.240). The employee shall ensure consistency with the guidelines and policy requirements of the County and of all other applicable laws.

**Essential Duties and Responsibilities:**

An employee in this position must be able to perform the following essential functions satisfactorily. These examples **do not** include all of the duties which the employee may be expected to perform.

- Receives, prepares, edits, coordinates and disseminates FOIA information.
- Reviews and analyzes records that have been located in response to FOIA requests and determines whether any of the FOIA exemptions apply. Properly redacts any protected information consistent with the statutory exemption and case law.
- Prepares final response letters and related correspondence including acknowledgment letters, time extension letters, and requests for clarification.
- Prepares response letters within 5-day time period or issues Notice of Extension of Response Time (10 day) if necessary.
- Communicates with requestors about scope of request and propose alternatives for records production.
- Locates all records and after research, assesses application of FOIA exemptions and privilege.
- Read, review, and interpret all writing, photographs, audio files and video recordings (with exception of anybody cam or dash cam video).
- Calculate and handle all billing based on allowable statutes.
- Maintain filing system for completed FOIA's as required by statute.
- Apprise supervisor of requests that involve high profile cases/requests or that involve a Leelanau County employee.
- Ability to meet deadlines and scheduled action dates.

- Ability to work independently.
- Ability to prioritize, organize, and meet deadlines.
- Coordinate appeals- review case files, analyze documents and advise whether additional records can be released.
- Coordinates with other departments.
- Perform any other related duties as assigned.

**Employment Qualifications:**

Education: Possession of a high school diploma or the equivalent.

Experience: Experience working with law enforcement and records.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A background check shall be required initially and maybe periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.