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## FOIA Officer

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### ROLE SUMMARY

Under general supervision, receives and responds to requests for information of public record, and court subpoenas using multiple resources and streams of data to research and locate relevant information, and speaks and writes about findings, and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Starting at \$59,184

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

### ESSENTIAL DUTIES

- Responds to requests for information filed by citizens, journalists, and outside entities pursuant to the Illinois Freedom of Information Act (FOIA).
- Responds verbally and in writing to inquiries from the general public, business establishments, community organizations, media, and government agencies regarding City programs, services, and business matters of public record.
- Researches, examines, and analyzes video and documents to provide responsive documents in response to FOIA requests and makes appropriate redactions of exempt information.
- Resolves information requests within the required timeframes and where appropriate, requests extensions in writing.
- Assesses whether the magnitude information requested proves burdensome in adherence with the State of Illinois Freedom of Information guidelines.
- Obtains necessary information from manual, computerized, and archived files, and records.

- Responds via the internet in writing to requests for information sent electronically through the internet concerning departmental programs, services, or matters of public record, as required.
- Oversees and participates in the mailing of responses to written requests for information.
- Trains and orientates clerical and administrative staff to track down information, redact exempt information from public documents, photocopy, and scan documents, as required.
- Prepares and maintains statistical and narrative work activity reports.
- Maintains and updates log of all FOIA requests.
- Works across all internal departments and other city agencies to fulfill FOIA requests when necessary.
- May review information to be posted onto the intranet and internet websites for accuracy regarding departmental programs and services, as required.
- May represent the department at public hearings and community meetings to explain and promote city services, programs, and upcoming events, as required.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

#### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in Journalism, Communications, English, or a directly related field, plus two years of research and analysis work experience, or an equivalent combination of education, training, and experience.

"Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Certification by the State of Illinois as a Freedom of Information Act Officer is required within 6 months of hire.