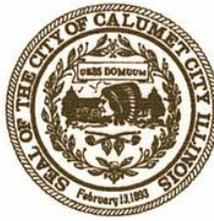


CITY OF CALUMET CITY



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION FREEDOM OF INFORMATION ACT (FOIA) PROCESSOR

JOB SUMMARY

This position is responsible for providing legally required public records in an expeditious and efficient manner. As a FOIA Processor, you will: process FOIA/PA (Freedom of Information Act/Privacy Act) requests, research and analyze FOIA/PA information to respond to requests and develop status reports to support reporting requirements; prepare responses to FOIA/PA requesters and management as requested; liaison as directed by management with agencies on FOIA/PA related matters; conduct research on applicable case law and federal regulations on FOIA/PA requests to resolve issues; administer and manage information, keep accurate notes and records, and track operations throughout the government information management lifecycle. The FOIA Processor will conduct independent analysis and apply FOIA/PA exemptions and/or exclusions as appropriate.

APPLICANT QUALIFICATION

- Must be fluent in speaking and writing in English. Must be able to communicate verbally and in writing in an effective, efficient, and professional manner
- Must have strong researching and resolution skills in the use of internet, email, databases, and the use of computer software
- Have the ability to do repetitive tasks while remaining prepared to take on additional duties on short notice
- Possess strong organizational, clerical and customer service skills
- High School Diploma or equivalent
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.

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