

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Information Request Specialist      **Position Number:** 15022

**Location:** Helena      **Department:** Transportation

**Division and Bureau:** Professional Services Division/Legal Services      **Section and Unit:** n/a

### **Job Overview:**

The Information Request Specialist is responsible for managing the Department's Request for Information (RFI) program. Communicates regularly with the public and MDT programs. Responsible for coordinating the RFI process with the Department of Administration (DOA). Also provides support to Legal Services with administrative, technical, and legal assistance. This position reports to the Chief Legal Counsel and does not directly supervise others.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Public Information Request Program – 75%**

##### **Level 1**

- Conducts initial review of submitted RFI's.
- Routes requester to MDT's website if the requested documents are available. Or routes the request to the appropriate MDT program areas.
- Provides guidance to program areas regarding responses.
- Determines whether requesters are required to submit pre-payment and generates invoices.
- Consolidates documents received from program areas and conducts initial review of documents for confidential and sensitive information.
- Provides documents to MDT attorneys for final legal review, redacts information or make other needed changes.
- Coordinates with DOA regarding receipt of payment and transmits requested documents to requester.

## **Level 2**

- Generates a cost estimate for pre-payment following the applicable MCA.
- Monitor receipt of payment.
- Appropriately identify confidential and privileged material with input from attorneys, redact confidential and privileged information; maintain all confidential and sensitive material in compliance with policy and statutes.
- Provide guidance to program areas for RFI responses and make decisions on documents released.
- Track requests and provide updates to the Governor's Office and Legislative Financial Division.

### **Administrative Support - 25%**

- Coordinates with paralegal to ensure MDT compliance with biennial administrative rules and policy reviews.
- Reviews invoices for services and supplies, verify the accuracy of charges and supporting documents, and process invoices.
- Maintains general office work area daily to ensure office supplies are available and organized and office equipment is properly maintained.
- Performs a variety of other duties as assigned by Chief Legal in support of ongoing Division operations.

### **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

### **Physical and Environmental Demands:**

This position functions in a typical office environment.

### **Knowledge and Skills and Abilities (Behaviors):**

- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of MDT policies and program areas, administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Knowledge of State of Montana accounting processes and procedures.

- Skilled in using a computer with word processing, spreadsheets, and other business software, proofreading and the proper use of grammar, punctuation and spelling, and maintenance of confidential and sensitive information.
- Skilled in effective management of deadlines and priorities, and critical thinking;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff and external contacts, and to work effectively in a professional team environment.
- Ability to work under limited supervision and act with initiative and independent judgment.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associate’s degree in Legal Studies, Business or related field.

This position requires a minimum of 2 years of experience business, office management, program management, legal assistance or a related field.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

*List any other special required information for this position*

Fingerprint check  Valid driver’s license

Background check  Other; Describe

MPEA Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Administrative Specialist      Job Code Number: B1J051      Level: 1**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt    |
| <input type="checkbox"/> Telework Available                 | <input type="checkbox"/> Telework Not Available        |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

Diana Piccono	HR Bureau Chief	02/11/2022
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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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