



Job Posting – Department of Public Safety
Freedom of Information Act (FOIA)
Technician

Pay Range:

\$22.88 per hour. In office, 40 hours a week, Monday-Friday.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

Duties:

- Processes FOIA requests from Residents, Businesses, Other Agencies or Attorneys
- Redacts video and audio as necessary
- Maintain records in regards FOIA requests
- Attend updated training under FOIA
- Ability to understand and apply legal aspects of FOIA rules and regulations
- Other Duties as assigned.

Requirements:

- Must be 18 years or older and have a high school diploma or equivalent.
- 1–3 years of experience in FOIA processing, records management, legal support, or administrative work.
- Experience working in a government or legal setting preferred.
- Understanding of the Freedom of Information Act (5 U.S.C. § 552) and related regulations (e.g., Privacy Act).
- Ability to communicate with the public in a professional, tactful, and courteous manner and function in a multifaceted position while processing and completing job tasks timely, efficiently and effectively.
- Knowledge of computer operations, including the REDACTION and CAD program, along with the capacity to operate office equipment and other resources such as maps, manuals, and computer programs.
- Ability to follow directions, oral and written instructions and display a willingness to assist officers and learn new elements of the position. Must read, write and speak English.
- Establish and maintain satisfactory working relationships with others.
- Must be able to pass a background investigation.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. This position is open until filled.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.