



CLASS TITLE | RECORDS AND ARCHIVES ASSISTANT III

PAY GRADE: OT-18 | www.cityoftulsa.org/pay

Class Code: 6572

Effective Date: 12/18/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for general records management and archiving work, compiling and digitizing records, sorting and shelving physical records, and processing records for preservation, retention and destruction; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Receives, scans, processes, and files records in the appropriate records management system
- Gathers information to aid in the identification of records, ensuring proper categorization for records retention and future findability
- Maintains files, records, and materials storage; ensuring all physical record spaces are clean and orderly
- Maintains and searches databases and other reference sources to locate records
- Processes and responds to open records requests in accordance with the City of Tulsa regulations and the Oklahoma Open Records Act
- Processes records for archiving, storage, or destruction in accordance with the records retention policy
- Handles basic administrative duties including, but not limited to, preparing and mailing correspondence to vendors and citizens, processing incoming mail, preparing invoices for payment, and receiving and processing document filings
- Provides assistance to citizens, employees, elected officials, and other entities on a variety of matters related to records management and archiving
- Corrects existing records to maintain consistency and quality in the records inventory
- Provide guidance to department records custodians and/or less experienced Records and Archives Assistants
- Analyzes retention records for potential preservation and destruction
- Provides support for the activities of the bid management processes
- Supports senior staff with the execution and posting for certain record types requiring approval by elected officials
- Ensures the security of sensitive and confidential information contained within records and maintains control of records in accordance with applicable City of Tulsa regulations
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; **and,**
- (b) Five (5) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Records management and archival concepts and practices
- Charter provisions, ordinances and state laws governing records management



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Ability to:

- Exercise discretion and confidentiality
- Be organized and have attention to detail
- Manage multiple deadlines and prioritize tasks with frequent interruptions and changes in priorities
- Follow verbal and written instructions
- Work both independently and in a team setting
- Handle difficult situations calmly and professionally
- Operate evolving technologies to perform day-to-day tasks including document management software, open records software, and enterprise resource planning software

Skill in:

- Effectively communicate both orally and in writing with a diverse customer base in a courteous and professional manner
- Establishing priorities and organizing work effectively

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, walking and lifting up to 20 pounds on a regular basis, with some tasks requiring lifting up to 60 pounds; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Notary Public obtained within three (3) months from date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to work overtime.

EEO Code: N-05

Group: Clerical and Administrative

Series: General Administrative