



# CLASS TITLE | RECORDS AND ARCHIVES SPECIALIST I

PAY GRADE: AT-28 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 6573

Effective Date: 01/08/2025

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for intermediate records management and archiving work, designing, evaluating, reviewing, recommending, implementing, updating, and maintaining the records management program and preserving, restoring, digitizing, and securing historical records; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Collects, scans, indexes, classifies and stores records in the appropriate records management system
- Gathers information to aid in the identification of records, ensuring proper indexing and classification for records retention and future findability
- Prepares inventories, indexes, and finding aids that facilitate staff and public access to records
- Provides reference and research services
- Receives open records requests and coordinates with legal counsel and other employees to gather appropriate records and/or respond in accordance with the City of Tulsa regulations and the Oklahoma Open Records Act
- Performs periodic inspections of paper and digital records to ensure correct classification, readability, proper condition, and return of borrowed records
- Catalogs and maintains historical record collections
- Identifies records and processes records for archiving, storage, or destruction in accordance with the records retention policy
- Prepares and provides training to staff on the proper procedures for archiving, storage and disposal of records
- Advises and leads Records & Archives Assistants in the absence of management
- Participates in the Record Management Committee
- Ensures the security of sensitive and confidential information contained within records, and maintains control of records in accordance with applicable City of Tulsa regulations
- Coordinates of the execution and posting for certain record types requiring approval by elected officials
- Processes and validates legal notice publications, as required by law
- Provides assistance to citizens, employees, elected officials, and other entities on a variety of matters related to records management and archiving
- Aids in the testing of systematic upgrades to the Open Records System and/or the Records Management System
- Obtains and maintains all current licenses and/or certifications required
- 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 one of the following criteria:

1. (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; **including**,  
(c) Two (2) years of experience in records management or archival work

Or,



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2. (a) Completion of sixty (60) hours from an accredited college or university in business management, archiving and records management, library sciences or a closely related field; **and**,
- (b) Three (3) years' experience relevant to the essential tasks listed in this job description; **including**,
- (c) Two (2) years of experience in records management or archival work

## Knowledge, Abilities and Skills:

### Knowledge of:

- Intermediate knowledge of records management and archival concepts and practices
- Intermediate knowledge of charter provisions, ordinances and state laws governing records management

### Ability to:

- Operate evolving technologies to perform day-to-day tasks including document management software, open records software, and enterprise resource planning software
- Understand the needs and requirements of internal and external customers in order to achieve job objectives
- Maintain confidentiality and attention to detail while managing multiple deadlines and repeatedly switching between priority tasks
- Research, analyze, and evaluate data and information to formulate conclusions
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with internal and external customers

### Skill in:

- Effective communication 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:** The working environment for this set of positions is primarily in an office setting, requires the use of a telephone, and other office equipment; and may be required to work overtime.

**EEO Code: N-05**

**Group: Clerical and Administrative**

**Series: General Administrative**