Archivist/Records Management Specialist
(Unclassified)

The Secretary for the Commissioners of the Land Office (“CLO”) seeks applicants for the position of Archivist/Records Management Specialist 1.

This position reports directly to the Archivist/Director of Records Management and will be assigned responsibility for maintaining and preserving archived materials or assisting divisions in developing and maintaining their records management program and records disposition schedules. In addition, it will include responsibilities in the mailroom which consist of opening, date stamping and endorsing checks and to oversee that checks are distributed properly.

Please see attached job description for qualifications and requirements.

Excellent benefits and salary ($28,000-$40,000 - annually). Salary is dependent on education, certifications and experience.

The Commissioners of the Land Office is an Equal Opportunity Employer

To be considered, submit a cover letter, resume and CLO employment application to:

Johnnie Jacobs, Human Resources Director
Commissioners of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
johnnie.jacobs@clo.ok.gov
(405) 521-4012

All information must be received by 5:00 pm on Wednesday August 9, 2017.
Archivist/Records Management Specialist  
(Unclassified)  
CLO Job Description  

The Commissioners of the Land Office (CLO) is an Oklahoma State Agency created by the original Oklahoma Constitution. The CLO administers the school land trust funds for the production of income for the support and maintenance of the common schools and the schools of higher education. The agency is in charge of funds and proceeds derived from the sale, rental, disposal and management of school lands and other public lands under the rules and regulations prescribed by the Oklahoma legislature and oversee an investment portfolio of over $2.1 billion, 750,000 surface acres, 1.2 million mineral acres, and 500,000 square feet of commercial real estate.

This position is a basic level where employees are responsible for maintaining and preserving archived materials or assisting divisions in developing and maintaining their records management program and records disposition schedules. This position will report to the Archivist/Records Management Director.

**Illustrative examples of work:**  
The following represents the essential functions of this position. Additional duties may also be assigned and be essential to the successful performance of this position.

- Supervises and trains personnel in optical imaging, archival and records management functions and activities.
- Develops procedures to control the creation, maintenance and use of CLO records, including the development of retention and disposition schedules in accordance with Title 67 O.S. Sections 201 et seq. and 305 et seq., State and federal regulations and the records management manual.
- Recommends policy guidelines, procedures and priorities for records retention, filing and optical imagining of records; conducts preliminary research.
- Serves as a consultant to CLO employees; appraises CLO records or historical documents for permanent research value; coordinates transfer of records from CLO to State Archives and/or State Records Center.
- Assists persons conducting research; makes documents and other information available upon request.
- Processes materials and prepares filing aids; monitors the indexing, storage and retrieval of materials.
- Establishes a system and supervises the filing of CLO records.
- Performs minor equipment adjustments; creates and maintains accession records and indexes; retrieves information; maintains appropriate files and records of microfilm or other reproduction materials.
• Assists in the training of other file clerks, optical imaging/microfilm operators by providing direction and assistance.
• Assists in the planning, development, and implementation of office methods and procedures, with respect to records management, the operation of an optical imaging/microfilm unit.
• Provides technical assistance to microfilm equipment operators and advises others of the changes needed to bring optical imaging or microfilm products into conformance with agency standards.
• Works in CLO mailroom as lead worker for the acceptance and distribution of mail.

Required Qualifications

Requirements at this level include a master’s degree in archival administration, library science, museum studies, history, political science, anthropology, public administration, or a related field. Additional consideration for registration with the Institute of Certified Records Managers as a Certified Records Manager (CRM) or the Academy of Certified Archivists as a Certified Archivist (CA).

Knowledge of the principles and techniques of archival evaluation, preservation and management; of the principles and techniques of records and information management; of research principles and techniques; of state laws and administrative rules and regulations related to records; of microcomputer applications. Ability to analyze, organize and interpret archival records or records systems; to solve practical archival or records management problems; knowledge of microfilm and microphotography; and of the operation and maintenance of microphotography or other optical imaging equipment. Ability to conduct several projects simultaneously; and to initiate and maintain accurate work records. Knowledge of methods of processing, developing and storing film; of the operation and maintenance of optical imaging or microfilm related equipment which includes cameras, processors, and duplicators; of the proper methods of film exposure in relation to the density of the original document; of report writing; of optical imaging or microfilm storage, quality evaluation and retrieval techniques; of supervisory principles and practices; and of applicable statues and rules concerning the reproduction and retention of public documents and records.