

Oklahoma Department of Corrections
Unclassified Job Descriptor

RECORDS MANAGEMENT SPECIALIST

Basic Purpose:

Positions in this job are responsible for receiving and responding to requests for records, editing/redacting records, researching records, writing letters, and presenting information on behalf of the department to the public, state agencies, and federal agencies.

Typical Functions:

- Coordinates and prepares the department's response to subpoenas, requests for records pursuant to the Oklahoma Open Records Act, and other requests for documents provided by department policy, including locating the records, providing timely responses to requests for records, redacting sensitive and/or confidential information, copying records, and timely submission of appropriate records to the individual or entity that requested the records.
- Charges for copies of records pursuant to state law.
- Communicates with other divisions within the department to locate records responsive to requests for records.
- Redacts and makes copies for requests for documents from the media for the Communications Division, as needed.
- Assists in answering the phones for the General Counsel's Office.
- Assists the legal assistant in making copies and redacting records responsive to requests for production of documents.
- Assures deadlines and assignments are met.

Knowledge, Skills, and Abilities:

Advanced knowledge of English usage, including grammar and composition. Knowledge of policies, procedures and laws which govern the administration of open records and the records of the department and of the general operations of the criminal justice system including corrections; and knowledge of word processing. Ability is required to gather and organize records and information; to conduct several tasks

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simultaneously; to edit and redact records manually and with the use of software; techniques and procedures to read and comprehend policies and procedures, manuals, statutes, rules and regulations; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree or an equivalent combination of education and experience in writing, editing, public relations, and records management.

Preferred Qualifications: Experience responding to open records requests.