RECORDS MICROGRAPHIC/SCANNING TECHNICIAN

I. BASIC FUNCTIONS:

The employee occupying the position of this class is responsible for performing various routine records management work, including the preparation of microfilming/scanning, storage, retrieval of Borough records, and assists the Records Management Officer on projects with departments, including training and the day-to-day activities of the records management program. This is a bargaining unit position.

II. DISTINGUISHING CHARACTERISTICS:

The Records Micrographic/Scanning Technician is expected to perform a variety of records management functions, which involve clear and specific guidelines, repetitive operations, and decisions or judgment in determining the procedural steps or general rules to be followed. Assignments will be performed primarily within the records management program. Experiences minor problems daily and occasional major ones that must be resolved on own initiative with little immediate supervision; the consequences of error, carelessness, or mistaken judgment require significant effort to recover. The full performance of this class can usually be attained in six months depending on individual capabilities, the time necessary to experience the entire operational workflow, or the existence of an on-the-job training program. Detailed instruction and close supervision are initially provided for employees. However, once the employee experiences all tasks of an assigned position, work is performed independently. A supervisor is available for advice or assistance, if needed.

Supervision Received:
Supervision is received from the Records Management Officer, who reviews work in progress and upon completion for quality, thoroughness, accuracy, and conformance to established policies and procedures.

Supervision Exercised:
Supervision is not a normal responsibility of this class, although guidance and direction may be provided to other office support staff, as required.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an office setting. The noise level will normally be quiet to moderately noisy due to office equipment, telephones, and other employees/members of the public with business in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Maintenance of professional status through membership in professional organization (ARMA), literature and course work.

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Works closely with the Records Management Officer in training users and researching technology applications, governmental requirements, or policies for possible implementation in departments.
Prepares microfilm/scanning and indexes Borough records.

Maintains confidentiality of information.

Performs document retrieval of filmed/scanned records.

Inspects and certifies authenticity of processed film.

Transfers exposed film for processing.

Responsible for data entry of scanned images into electronic records content management system.

Provides maintenance of all microfilm/scanning equipment.

Responsible for loading, unloading, and transporting a volume of records for storage to and from the departments and or the record storage facility on a regular basis.

Complies records management statistics for monthly activity reporting.

Performs various clerical duties.

Performs related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of records management principles and procedures and their applications to include but not limited to archives, micrographics, scanning, and electronic content management.

Advanced knowledge in microfilm/scanning procedures.

Considerable knowledge and use of office equipment and computer operations.

Considerable knowledge in the technology available, to assist in the microfilm/scanning arena.

Considerable knowledge of classification plans and retention schedules.

Considerable knowledge of computer technology applications.

Ability to perceive and analyze problems, develop alternatives and make or recommend sound decisions.

Ability to learn electronic records content management system.

Ability to plan, organize and document workload.

Ability to have continuous contact with employees at all levels of the Borough, and frequent contact involving outside organizations/agencies.

Ability to conduct training sessions to borough staff regarding records management.

Ability to self motivate and work independently.

Ability to get along with co-workers, other staff members and the general public.

Ability to communicate in a professional manner.

Skilled in the operation of microfilm/scanning equipment and standard office equipment.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelor's degree, or equivalent, with specialized course work in records management, business law, administrative management, computer technology, or related field. Four (4) years of records management experience to include microfilming and scanning

Valid Alaska driver's license required with an acceptable driving record and criminal history.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools, including telephones, computers, printers, copies, microfilm/scanning equipment. May occasionally drive a motor vehicle.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of the job, the employees are required to sit for long periods, and to frequently talk and hear, and to use hands to finger, handle and feel. They are also required to periodically stand or walk, and occasionally to climb, balance, stoop, kneel or crouch, and to reach with hands and arms. The position also requires short periods of moderate crouching, lifting, pushing, or pulling up to 25-50 lbs. The employee~~s~~ will be required to lift, carry and or move up to 50 pounds. Must be able to operate a motor vehicle.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and adequate vision for the safe operation of vehicles in daylight, darkness, and in all weather conditions.