



Position Description

Kenai Peninsula Borough

Lead Records / Micrographics Technician

Service Type: Classified, Range K

Definition: Under the general direction and supervision of the Records Manager and Borough Clerk, the Lead Records/Micrographics Technician is an advanced journey-level classification within the Records Division. The position contributes significantly to the division's success through oversight of projects, leadership support, maintenance of data quality, and helps facilitate efficient daily operations at the Record Center.

Minimum Qualifications: High school diploma or GED; two years of clerical or administrative experience including intermediate computer with MS Word, MS Excel, Outlook and Adobe Acrobat Pro. Experience with SharePoint and operating microfilm equipment desired. Skilled in attention to detail, organizational and critical thinking. Clear written and verbal communication skills. Ability to handle sensitive information with discretion and maintain strict confidentiality. Enter data accurately into appropriate databases and reports. Interpret data to identify errors and trends. Previous work experience with recordkeeping is desired. Must have and maintain a valid Alaska driver's license.

Essential Functions:

1. Provide support and training to other staff members on proper recordkeeping practices and records management system use.
2. Serve as a backup support to the Records/Micrographics Technician I/II, and assumes assigned duties as needed to maintain continuity of operations.
3. Assist supervisor in conducting audits and quality assurance checks of records systems to identify errors or documentation deficiencies and implements corrections.
4. Oversee filming/scanning, and indexing borough records, as well as the conversion of documents from hard copy to microfilm and digital formats using scanner and appropriate software. Perform quality control inspections on all digitized materials.

5. Reviews vendor invoices for accuracy prior to input.
6. Maintain and monitor compliance with established records management policies and procedures.
7. Main point of contact for assisting department record custodians with data entry in the records software system, and archived record research on various media types.
8. Perform record deliveries, pick-ups and transfers and retrieves archived records to and from borough departments at various borough locations with the department's delivery vehicle when the Record/Micrographic Technician I/II is not available.
9. Maintains production and checkout logs, and other various reports
10. Monitor user access with the borough's records management software.
11. Perform-daily operational tasks associated with micrographic equipment, including routine monitoring and upkeep.
12. Prepare records for destruction in accordance with the *Kenai Peninsula Borough Records Retention Schedule* and under the direction of the Records Manager.
13. Coordinate pick-up of confidential documents and oversees destruction of same documents while ensuring security protocols are followed.
14. Oversee, with attention to detail, the processing of *Records Transfer List* and prepares reels to be sent to the Alaska State Archives for off-site storage.
15. Conduct periodic safety/security checks of operational and safety equipment and facilities for safety, loss control and accident prevention. Immediately informs Records Manager of concerns as observed.

Other Functions:

1. Performs various clerical duties.
2. Assists in clerk's office when needed.
3. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands and fingers dexterously to operate office equipment; to communicate orally, to sit, stand, and walk; to reach with hands and arms; and transport and lift up to 40 pounds. The employee must occasionally transport and lift up to 70 pounds. Specific vision abilities required including close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 01.22.2026

Reason for Update: New position
