



Position Description

Kenai Peninsula Borough

Records / Micrographics Technician I/II

Service Type: Classified, Range I/J

Definition: Under the general direction and supervision of the Records Manager and Borough Clerk, the records/micrographics technician is responsible for the creation, preservation, storage, retrieval, and retention of physical and digital documents and public records. They use specialized micrographic (microfilm/microfiche) and scanning equipment to convert original source materials into archival-quality film or digital images. Adhere to established records management policies, procedures, and relevant laws to facilitate efficient operations and informed decision-making.

Minimum Qualifications: High school diploma or GED; One year of computer experience preferred including the use 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 verbal and written communication skills. Ability to work independently or as part of a team and manage multiple tasks or deadlines. Ability to handle sensitive information with discretion and maintain confidentiality. Must have and maintain a valid Alaska driver's license.

Records/Micrographics Technician II: Records/Micrographics Technician I may advance to a Records/Micrographics Technician II upon demonstrating proficiency with office computers, records equipment, and office software, including the Microsoft Office Suite and database applications, as well as the ability to operate specialized records management systems. Advancement requires a successful performance evaluation and the recommendation of the Records Manager and Borough Clerk. Progression is subject to budgetary limitations and management's assessment of the employee's demonstrated competency and ability to perform the duties of the Records/Micrographics Technician I position. Applicants may be hired directly at the Records/Micrographics Technician II level based on relevant prior experience and Director approval.

Essential Functions

Records / Micrographics Technician I:

1. Performs clerical activities in the receipt, storage, retrieval and disposition of active and inactive records (both physical and digital) according to established records management policies and procedures.
2. Files materials alphabetically, numerically, chronologically and by other predetermined categories for use by staff as requested.
3. Operate standard office and records management equipment, including computers, scanners, copiers, and potentially specialized equipment like microfilm readers or warehouse lifts/ladders, as required.
4. Prepares, films/scans, and indexes borough records. Transfers and converts documents from hard copy to microfilm and digital formats using scanner and appropriate software, as well as other equipment as needed; while confirming that scanned and digitized records are legible and accurate throughout the conversion process.
5. Assists in maintaining archived borough records according to the established records management program and software system to ensure efficient retrieval and access.
6. Accepts and picks up new records to be archived at the Records Center; first, verifying the records are in compliance with KPB policies and procedures and the Records Retention Schedule. All record deliveries and pick-ups are accomplished with the department's delivery vehicle.
7. Transfers and retrieves archived records to/from borough departments at various borough campuses. All record deliveries and pickups are accomplished with the department's delivery vehicle.
8. Maintains a daily organized inventory and index of all records, logs, and tracking files to ensure a clear chain of custody and efficient retrieval.

9. Performs daily operational tasks associated with micrographic equipment.
10. Ensures that the Records Management building is kept secure at all times.

Records / Micrographics Technician II

11. Verification of contents of physical record boxes utilizing the inventory list provided by the departments, including correct classification assignments; assign physical record boxes and other micrographic records vault locations; maintain tracking data on all types of media, and log/confirm retrieval data when a record is requested by departments.
12. Assists department record custodians with data entry in the records software system, while maintaining and monitoring for compliance with established records management policies and procedures.
13. Assists with the annual destruction process as needed.

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, walk, bend, stoop, kneel, lift and carry weighted boxes; 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. Must be able to climb and descend a ladder, ramps, and stairs. 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: 1.22.2026

Reason for Update: Changed to a split-level range

Date Updated: 04.03.2024

Reason for Update: Expanded explanation of Physical Demands

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Reason for Update: Reformatted, Revision to: Definition, Min Qualification & Essential Function. Scoring added

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