

KETCHIKAN GATEWAY BOROUGH**JOB DESCRIPTION**POSITION: **RECORDS MAINTENANCE TECHNICIAN**REPORTS TO: **DEPUTY BOROUGH CLERK**APPROVAL DATE: 5/24/2008APPROVED BY: [Signature]DEPARTMENT: **CLERK'S OFFICE**STATUS: **NON-EXEMPT
NON-REPRESENTED**

Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

JOB SUMMARY:

This position is responsible for preparation, scanning, maintenance, and storage of Borough records; Duties to be performed in various Borough departments as part of the Borough Records Management Program under the supervision of the Deputy Borough Clerk (Records Manager).

ESSENTIAL JOB FUNCTIONS:

- Prepares, scans, indexes and maintains electronic records in Laserfiche and other software programs and databases for all Borough departments
- Assists with various departmental record inventories and annual file clean outs
- Prepares and transfers Borough records for inactive record storage and retrieves records from Records Storage Center upon request of Records Manager
- Attends Records Management meetings, assists with cross training of records program, and upholds all aspects of Borough Records Management Program
- Facilitates the process for the identified method of protection and preservation of various departmental vital records according to the Vital Records Program
- Maintains confidentiality and security of sensitive and privileged information
- Assists Records Manager with general functions of the Records Management Program
- Other duties as assigned by the Clerk's Office

RECORDS MAINTENANCE TECHNICIAN

PHYSICAL ACTIVITIES INCLUDE:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to forty (40) pounds.

Operate computer and scanning equipment. File and store records. Read and learn to use equipment, software, and systems from written materials. Operate automobiles.

LICENSES:

Valid State of Alaska driver's license with a driving record acceptable to the Borough's insurance carrier.

QUALIFICATIONS:

- Professional attitude and positive customer service skills.
- Ability to work with little supervision, be self motivated, manage time effectively and solve problems successfully
- Demonstration of effective oral and written communication skills.
- Ability to develop and maintain productive relationships with public, supervisor and co-workers.
- Knowledge of databases and spreadsheet programs utilized by the Borough; knowledge of electronic records management; ability to format data to facilitate efficient electronic storage of records.

EDUCATION AND EXPERIENCE:

- High School diploma or GED equivalent
- A minimum of one year general office experience required. Records management experience preferred.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.