Alaska Court System
Class Specification

RECORDS MANAGER

Range: 18   EEO4: 02   SOC: 11-3012   Class Code: C0193

Definition:

Under general direction, the Records Manager is responsible for managing a full service micrographics, imaging, and archival facility serving the Alaska Court System and other users.

Distinguishing Characteristics:

The Records Manager is a single-position job class responsible for planning, implementing, and maintaining a uniform archival system (microfilmed, imaged, digitized, and audio records) for the Alaska Court System.

Supervision Received: The Records Manager works under the general direction of the Fiscal Operations Manager. Supervision and evaluation are based on the overall operation and efficiency of the Records Section.

Supervision Exercised: The Records Manager will recruit, hire, train, supervise, evaluate, and discipline technical and clerical staff. The incumbent exercises substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Examples of Duties:

Train and supervise subordinate staff in the operation of microfilm and digital imaging equipment, storage and retrieval of documents, and the preservation of public records and sealed documents.

Train staff in the routine care and maintenance of equipment of the Records facility.

Establish quality control criteria and resolve quality control assurance issues. Perform technically difficult and diverse micrographics and imaging work.

Plan, organize, and schedule daily work for production staff. Ensure that production is done efficiently and in compliance with established standards.

Advise staff and users on the proper implementation of archival document, audio, and image storage, archival records storage, and active micrographics systems.

Coordinate with other state and outside agencies in the storage and retrieval of archival records in various forms.

Maintain and order supplies necessary for the efficient operation of the micrographics facility.

Develop and implement procedures and standards for production, storage, retrieval, and preservation of records. Serve on the Records Retention Committee and recommend changes to records retention schedules.

Conduct research, evaluate options, and make recommendations for new equipment and systems to meet the future needs of the court.

Knowledge, Skills, Abilities:

The Records Manager requires knowledge of:
- Equipment, methods, and procedures used to produce and store quality digital and filmed images, and audio recordings.
- The principles and techniques of filing, storage, indexing, retrieval, and preservation of archival records in various forms.
- The principles and techniques of effective supervision.

The Records Manager requires skill in order to:
- Operate and make minor repairs to equipment necessary to operate a full service micrographics facility.

The Records Manager requires the ability to:
- Recognize and analyze situations and take effective actions, and determine and establish priorities.
- Read, understand, interpret and apply technical manuals, drawings, wiring diagrams, and schematics.
- Train staff in the operation and maintenance of equipment.
- Establish and maintain cooperative relations with employees and users of court records.

Minimum Qualifications:

A bachelor's degree from an accredited college in library or archival sciences, or a closely related field AND one year of experience in the management of a digital imaging system and supervision of staff responsible for filming, scanning, and archiving images.

Substitution:

Three years of experience in the management of a digital imaging system and supervision of staff responsible for filming, scanning, and archiving images.

Note: This position is in the partially exempt service; the incumbent serves "at-will" to the appointing authority.

09/01 - Original
10/05 - Revised

04/06 – WPA
09/06 – Revised, Edit EEO and SOC Codes
02/14 – Remove MQQ's
05/14 – Revised, WPA
05/15 – Change EEOC Code
09/18 – SOC Code Change