

# Reed Smith LLP

## Job Description

### Century City

<b>Job Title:</b>	Records Clerk	<b>FLSA Status:</b>	Non-exempt
<b>Department:</b>	Facilities/Office Services	<b>Revision No.:</b>	
<b>Reports To:</b>	Records Supervisor	<b>Revision Date:</b>	6/18/19
<b>Schedule:</b>	Daylight Hours	<b>Date Posted:</b>	6/2019

### Position Summary

This position is responsible for maintaining records for the Firm's clients, attorneys, paraprofessionals, and secretaries according to the Firm's established policies and procedures, including retention and electronic records management. The role comprises a combination of records management duties under the supervision of the Records Supervisor and requires the ability to exercise independent judgment and initiative in the day-to-day operation of records maintenance and tracking. Responsibilities include achieving a high quality work product and coordinating the appropriate disposition (via storage or otherwise) of closed materials. Must also work as a team player and maintain a good rapport with coworkers and internal clients. In addition, this position supports the Office Services Department and Receptionist on a daily basis.

### Essential Functions

- Proper identification of electronic records in accordance with Firm policy.
- Proper identification, indexing, categorization, and tracking of physical records in accordance with Firm policy.
- At times will be called upon to pack records/files/boxes to be sent to off-site storage vendor.
- Monitoring records during lifecycle to ensure they fall within the Firm's designations of what should be maintained as a physical record versus electronic.
- Integrating and inter-filing records into newly created or already existing folders.
- Generating specific reports for printing, using iRM searching functions.
- Performing other administrative tasks that may be requested, including Office Services and Hospitality department functions.
- Ordering records/files/boxes from off-site storage vendors via web-based storage systems.
- Verifying all storage deliveries, maintaining storage records and logging problems with off-site storage vendor.
- Satisfying file requests.
- Reviewing and destroying files according to retention schedules as designated.
- Indexing and maintaining files. Ensuring appropriate information is recorded for physical files in the iRM system. Indexing records/files.

- Having the expertise and initiative to find a record/file with very little information to go on, including proficiency with advanced search functions in Filesite.
- Integrating and inter-filing records into newly created or already existing folders.
- Generating specific reports for printing, using iRM searching functions.
- Assisting with monthly records audits.
- Ensuring that electronic records are maintained according to the Firm standards, and that only physical records are maintained in the situations as documented within the Policy.
- On occasion, deliver and file legal documents with the appropriate Court personnel and obtain documentation that such filings occurred.
- Assisting trial preparation teams or other special legal projects with setup, maintenance, and restoration of project rooms.
- Assists with Office Services and Reception duties.

## Requirements

**Education & Experience:** High school diploma or equivalent required. Some college preferred. One year of Records Management experience preferred. Knowledge of iRM a plus.

**Skills:** Strong clerical skills including typing, proofreading, spelling and grammar. Knowledge of PC and Windows applications. Must be able to organize and prioritize workload and use own judgment in decision making on how to adequately and efficiently meet all deadlines. An ability to understand and follow specific and detailed instructions. Must display a professional manner with clients, attorneys, paraprofessionals, and other staff members. Must be able to make productive use of working hours and exhibit strong time management skills.

## Other

**Supervisory Responsibilities:** None

**Equipment to be Used:** Personal computer, multi-functional scanning/copying device, telephone, scanners

**Physical & Mental Demands:** Must be able to lift up to 50 pounds. Able to deal with stress associated with fast paced work environment including handling multiple tasks on a daily basis. Must be able to make judgment decisions and handle daily, routine responsibilities. Must be able to adapt to changing work situations and grasp and apply new ideas. Must be able to communicate with various personalities at all levels of management and staff.

**Working Conditions:** Works in a typical office setting. Occasionally called upon to work overtime. May require travel to off-site locations.