



Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Records Manager

DEPARTMENT: Records Department

General Summary:

Essential Duties and Responsibilities:

- 1) Supervise _____ employees.
- 2) Upgrading the staff's clerical skills to include computer and database proficiency, increasing the level of the Records Department interaction with other departments, and re-engineering the flow of information within the firm.
- 3) Responsible for the overall maintenance of the client/matter/submatter computerize index.
- 4) Responsible for ensuring set-up new files, storing and updating existing files on a timely basis.
- 5) Responsible for system development and maintenance;
 - ▶ document and information retrieval;
 - ▶ research;
 - ▶ indexing and cross-referencing;
 - ▶ creation and maintenance of active, inactive, personal and other departments records;
 - ▶ filing;
 - ▶ revamping and reorganization of old client files;
 - ▶ files circulation control;
 - ▶ management of inactive, attorneys personal, and other departments records to our offsite storage facility;
 - ▶ conflict-of-interest system maintenance and searches;
 - ▶ records retention and disposition programs;

- ▶ records security and confidentiality policy and procedures;
 - ▶ Records Department equipments and supplies management;
 - ▶ space management;
 - ▶ vital records and disaster protection system; automation of the records system for active and inactive records;
 - ▶ docket control;
 - ▶ litigation and large case management;
 - ▶ statistics and long-term forecasting;
 - ▶ plan and development the records management system;
 - ▶ complete system documentation for all areas of law;
 - ▶ orientation and training programs;
 - ▶ records management consulting;
 - ▶ spot check work done by the Records Department staff for accuracy; solve Records Department, legal, non-legal and other departments staff work related problems;
 - ▶ provide information to the firm staff in an efficient and timely manner;
 - ▶ institution of new routines to increase efficiency of the department, revision of functions and procedures if and whenever necessary; servicing the needs of the Partners, Associates and the firm staff as complying with all suggestions deemed practicable and helpful;
 - ▶ releasing records to other parties; fill requests and retrieved files etc.
- 6) Responsible for the destruction of firm files.
 - 7) Responsible for expeditious retrieval and charging-out of files and other materials.
 - 8) Responsible for all Records Department invoices review and forward to Accounting Department for payment.