

Senior Records Assistant (LA)

To apply visit: <https://careers-sidley.icims.com/jobs/4720/senior-records-assistant/job>

Summary

The Senior Records Assistant will perform tasks associated with the local office implementation of and compliance with the Firm's Records Management Program. He/she will provide administrative support for the daily records management needs of the local office lawyers, paralegals, secretaries and administrative management. Duties will include the creation, classification, organization, indexing and maintenance of hardcopy and electronic client files using the Firm's records and/or document management systems. He/she will develop and maintain constructive working relationships with lawyers, paralegals, secretaries and administrative management to understand and meet their records management needs.

Duties and Responsibilities

- Classify, index, organize, file, search, retrieve, archive, and dispose hardcopy and electronic records using the Firm's automated records management or document management systems.
- Coordinate records management activities with lawyers, paralegals and/or secretaries including the indexing and classification of documents and/or files.
- Coordinate off-site storage services for the office(s), including the processing of records designated for storage; on-line service order placement; and service issue resolution. Retrieves and routes requested files, or boxes.
- Assist Firm personnel with the search and retrieve of documents and files. Searches for files and documents range from simple to complex.
- Assist with training lawyers, secretaries, paralegals and staff in the proper creation, conversion, searching, location, filing and processing of hardcopy and electronic records.
- Serve as advocate and key support contact for scanning of hardcopy or files.
- Oversee transfer of records to outside records storage vendor, if hardcopy storage is required.
- Process and coordinate the transfer of matter records for departing attorneys.
- Process and coordinate intake of client records for incoming attorneys.
- Work closely with the Records Manager to develop and implement new procedures in accordance with established policies. Recommend changes to policies, equipment, storage, automation enhancements and relationships based on office's records management needs.
- For offices without an onsite Records Manager, serve as the office's initial point of contact for records management issues. Handle and resolve routine records management service requests and other associated issues with limited supervision. Provide guidance regarding the Firm's Records Management policies and procedures or utilization of automated and manual systems.
- Responsible for securing hardcopy files subject to ethical and confidential screens.
- Implement records destruction process in compliance with the Firm's records retention policy, may include coordination of activities with off-site records storage vendors.
- Ensure compliance with OGC document holds and preservation orders for records in the custody of Records Management. Implement the OGC document holds and preservation order release process to resume of records destruction process.
- Ensure security and protection of the Firm's records held on-site and in off-site storage facilities.
- Conduct annual records inventory/audit of records managed by the office.
- Track key performance indicators and prepare reports for Records Manager, Office Manager and other Firm management to measure the state of the office's Records Management operations.
- Work on special projects as required ranging from moderately difficult to complex.

Qualifications

To perform this job successfully, an individual must be able to perform the Duties and Responsibilities (Duties) above satisfactorily and meet the requirements below. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job. If you need such an accommodation, please email staffrecruiting@sidley.com (current employees should contact Human Resources).

Education and/or Experience:

Required:

- Minimum of four years experience in records management, document management, library services or document conversion (scanning) operations.
- Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Experience with a records management or document management software application.
- Strong computer and database skills; knowledge of classification, computer indexing and peripheral equipment usage such as bar coding, scanning, etc.
- Electronic Records Management experience (converting paper documents to electronic files).
- Must be able to work overtime as required.

Preferred:

- Prior law firm or professional services firm experience
- Experience with LegalKEY or iManage
- Keyboard skills equivalent to 35 WPM.

Other Skills and Abilities:

The following will also be required of the successful candidate:

- Strong organizational skills
- Strong attention to detail
- Good judgment
- Strong interpersonal communication skills
- Strong analytical and problem solving skills
- Able to work harmoniously and effectively with others
- Able to preserve confidentiality and exercise discretion
- Able to work under pressure
- Able to manage multiple projects with competing deadlines and priorities
- Motor and dexterity abilities including stooping, bending and standing for long periods of time; ability to lift and move records storage boxes weighing up to 40 lbs. over the head
- Ability to work effectively with all levels of Firm personnel with tact and diplomacy.
- Must be able to work and act decisively and independently with limited supervision.

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