

Records Supervisor, law firm

Responsible for day-to-day records management operations, including on-site and off-site management and storage of client files, as well as overseeing conflicts of interest and calendaring functions of the firm.

Job duties include:

- supervising records assistants
- delegating work assignments and staffing to meet attorney and client needs
- establishing and implementing firm-wide retention/destruction policies to manage on-site and off-site storage and maintenance of files
- preparing departmental manual and training staff on same

This position requires a Bachelors Degree or equivalent work experience, three years records management or related supervisory experience in a law firm, strong oral and written communication skills, proficiency in MS Word, attention to detail, and proven ability to work self-directed and with others of a management team.