



## JOB DESCRIPTION

# RECORDS CLERK

**FLSA:** Non-Exempt  
**Department:** Records  
**Reports To:** Operations Manager  
**Approved on:** November 8, 2021

Newmeyer Dillion is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.



### **Essential Duties and Responsibilities include, but are not limited to:**

- Creating and maintaining files according to established policies and procedures.
- Data entry of all records into the client records management database.
- Researching, retrieving, and delivering documents and boxes as requested.
- Preparing records for offsite warehouse storage, as necessary. Ensuring compliance of company retention/destruction policies.
- Locating files at client request for temporary use outside of the department.
- Following-up on files that have been released outside of the department to guarantee records are returned in a timely matter.
- Working cooperatively with various levels of legal assistants, paralegals, attorneys, partners, managing partners, and administration.
- Researching & problem-solving issues pertaining to locating requested records.
- Indexing pleadings and discovery.
- Maintaining records for management reports.
- Handling sensitive and/or confidential documents and information.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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## **Education/Experience Requirements**

- Experience with iManage IRM preferred.
- Minimum one year legal records management experience.

## **Knowledge, Skills and Abilities**

- Exceptional customer service and communication skills necessary in order to communicate in person or by telephone and email, and follow the instruction effectively from other members of our staff and provide information with ordinary courtesy and tact.
- Requires strong organizational skills and attention to detail with emphasis on accuracy and quality; work in a fast-paced team environment.
- Ability to locate and retrieve necessary documents as needed, which requires some degree of problem-solving.
- Ability to prioritize work to balance multiple projects and deadlines.
- Ability to file, index, photocopy, scan and enter data on matrices with high accuracy.
- Proficiency in Microsoft applications, including Word, Excel, and Outlook.
- Proficiency in, and ability to use, standard office equipment, including but not limited to telephones, personal computer, photocopy machine, fax machine, binding machine, and Copitrak.

## **Physical Environment and Working Conditions**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Must be able to push, pull, bend, twist, and work standing up for long periods of time.
- Lifting of 25 pounds or less is required on a regular basis, with some lifting of up to 50 pounds.
- Work may require more than 40 hours per week to complete the essential duties and primary responsibilities of the position.