

Records Assistant

FLSA status: Non-Exempt

Description:

Under direct supervision of Business Intake and Records Manager, responsible for: Systematic scanning and large scanning projects; Assist with scanning in preparation for closing files; destruction of physical files; managing client records in the file room; data entry; and assisting with related projects.

Essential Functions:

- (Daily) Ensure day-to day documentation and larger projects (such as minute book binders or closing binders) are scanned to client / matter in DM and decrease paper / hard copy files.
- (Daily) Assist with re-filing files in the file room, pulling files from the file room and distributing new files and file folders.
- Assist with on-going closing projects to ensure that all documents that need to be retained are scanned.
- Assist with indexing files that are being closed and sent offsite; destroying portions that are no longer needed, indexing remaining portions that need to be retained and adding to closed file index with detail.
- Systematic review of closed files that have reached their retention period to ensure they may be destroyed.
- Assist with researching safekeeping files to determine whether wills and other documents need to continue to be retained or can be sent to clients / destroyed.
- Assist with large production projects as needed; including data entry projects.
- Assist with Records Department coverage for vacation, illness, absence, etc.; assist with relief coverage as necessary for the reception desk.

Job Qualifications:

Education:

- High school diploma or equivalent

Experience:

- Some paralegal training with two years of experience in legal assisting, records management or related field.

Skills/Certifications:

- Ability to understand legal procedures and terminology
- Knowledge of Microsoft Word and Excel.

Job Specific Skills:

- Knowledge of LMS (Legal Management System) or other client databases.



- Knowledge of DMS (document management system).
- Excellent attention to detail.
- Excellent interpersonal, communication and organizational skills; including the ability to understand, analyze and interpret conflict issues and communicate the same.
- Strong initiative; ability to work independently with minimal direct supervision.
- Ability to interact effectively, productively and professionally with all firm personnel.
- Ability to work under pressure, manage multiple priorities and work within tight deadlines.

Working Conditions

- Work in environments that are clean, well lit and quiet. Must be alert, accurate and attentive while performing tasks that are at times repetitive.

Service Standards:

The Records Department exists to serve the firm as a whole. Every Records employee is expected to deal courteously, responsibly and competently with lawyers, staff and vendors and to demonstrate behavior consistent with commitment to high-quality service.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, bend, kneel, stoop, and crouch; using hands and fingers for detailed work
- The employee is occasionally required to lift files, boxes and supplies up to 25 pounds

Chambliss is committed to being one of the best law firms to work for in our region. We are actively searching for highly-qualified people to work as attorneys, legal assistants and support staff personnel. Chambliss strives to attract a diverse workforce and is proud to be an Equal Opportunity Employer.