

Records and Filing Clerk (Full-Time, Law Firm)

Wyrick Robbins is a well-established law firm with 90+ attorneys working in a collegial atmosphere. We are looking for a full-time time Records and Filing Clerk. This position will work closely with our Records Specialist in all functions related to handling and processing client files.

Responsibilities

- Maintaining and organizing the central file room including check in/check out, conducting audits, and staging items for off-site storage.
- Extensive data entry including updating FileTrail (RMS) and creating transfer and destruction indices.
- Applying and following all records handling policies and procedures to client files ensuring accurate information is maintained throughout the life cycle of all files.
- Creation of redwelds, inserts, binders including barcoding, minute books and scanning of files in FileTrail.
- Organize and prepare files for off-site storage.
- Retrieval of files from off-site storage.
- Assist professional staff with filing, tracking, and locating files.
- Assist with file projects, on-boarding of new attorneys and transfer of files.
- Assist with ongoing file destruction process.
- Assist with transfers of files.
- Uploading paper documents into FileTrail.
- Conduct audits of offices and decentralized file locations.
- Assist with special projects and other duties as needed.

Requirements:

- A minimum of 1-2 years of records experience in a law firm setting strongly preferred.
- High school graduate or GED; college degree preferred.
- Exceptionally well organized and detail oriented.
- Working knowledge of Microsoft Office (Outlook, Excel and Word). Experience working with legal records management software a plus (Elite, Open Text, etc.).
- Excellent interpersonal skills and the ability to effectively and professionally interact with all levels of firm personnel.
- Client service mentality a must.
- Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Must be able to lift up to 40 pounds.
- Ability to work 37.5 hours per week 9:30 a.m.- 6:00 p.m. Monday-Friday, with overtime when necessary.