

Legal Records Specialist

Full-Time | Charlotte Office

ROBINSON
BRADSHAW

Established, large law firm is seeking a full-time **Legal Records Specialist** to support the Practice Support department with analytical thinking and technical tasks through filing, indexing, inventorying and overall assisting to support our firm wide records management and retention policy. The focus of this position is enhancing the capabilities of our legal records group and our information governance process within Practice Support. This position requires keen attention to detail, strong interpersonal, organization, time management, and communication skills paired with a dedicated client service mentality. The individual must create and maintain a positive image through interactions with attorneys, staff, vendors, court personnel and outside organizations.

Job Functions

- Prepare inactive files for offsite storage or digitization, performing file culling activities as requested.
- Perform inventory of files stored on site and at offsite vendor at various times.
- Assist with retention and file transfer activities, obtaining relevant files, preparing file indexes, staging files for review and preparing for sending offsite.
- Research and interpret court rules, laws and regulations.
- Collaborate with attorneys, paralegals, and practice assistants to analyze scheduling and deadlines, navigate ambiguous situations, and ask and answer questions.
- Help with tracking of electronic data and external media.
- Help develop more efficient legal records processes across the firm.
- Provide end user support by managing user rights and creating/tracking database usage.
- Assist others in Practice Support with the creation of written best practice guidelines, workflows, and forms to apply within the department or in case/deal management.
- Perform additional tasks as assigned by Director of Practice Support or Legal Records Coordinator.

Core Qualities in a Candidate:

Able to prioritize tasks and perform under tight deadlines; able to handle stress and high pressure situations.

Excellent verbal and written communication and listening skills; ability to interact professionally in a hybrid environment.

Possess sufficient emotional IQ to work effectively with the legal teams and sufficient confidence to notify attorneys if they are missing something important and/or to make recommendations even when not specifically asked to do so.

Customer service attitude towards all staff including attorneys, other members of Practice Support and legal assistants when asked to help out with a case or perform a specific task.

Capable of working professionally with other team members to provide excellent client service.

Extreme attention to detail is required; ability to strategize, plan and think outside the box.

Pre-Requisite Knowledge, Skills and Abilities:

1. Minimum of two to three years of law firm experience preferably within a legal records department or as a legal assistant with experience in tracking records.
2. Familiarity with using records tracking programs such as IRM or iCompli.
3. Ability to organize and prioritize numerous tasks and complete them under time constraints.
4. Ability to create and proofread typed material for contextual, grammatical, typographical, or spelling errors.
5. Interpersonal skills necessary in order to communicate in person, by e-mail, and telephone.
6. Openness to the occasional need for more than 37.5 hours per week to perform the essential duties of the position, occasional need for irregular hours.
7. Ability to operate standard office equipment such as computers and photocopiers.

Outstanding opportunity for the right candidate, including a full benefits program. Send resume and any other documentation you wish to include to swilliams@robinsonbradshaw.com.

This law firm recruits, hires and promotes for all positions without regard to race, color, religion, creed, national origin, citizenship status, disability, military status, veteran status, marital status, sexual orientation, gender identity, sex, genetic information, age or other protected status. All terms and conditions of employment such as compensation, benefits, work assignment, availability of facilities and privileges of employment are administered on the same basis of equality.