



# Example of Records Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of records analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for records analyst

- Under guidance of the Manager of RIM and department supervisors, ensures departing attorneys are compliant with firm policy on the removal of client and business information from the firm. Interfaces with attorneys, attorney personnel and international services (HR), practice development and department management to ensure policies and procedures are followed
- With direction from the Records Mobility and Disposition Coordinator (RMDC) and associated guidelines, review emails, physical and electronic documents as requested by firm clients to transfer out of the firm. Identify and provide exclusions (with business reasons) to the RMDC
- Under direction from the RMDC and in accordance with the firm retention policy, review emails and records eligible for disposal or final disposition. Follow records disposal procedures communicating with responsible attorneys, clients, vendors and IT as appropriate
- Provide support to the KM Product Manager and DM Support Specialist to monitor and respond to requests from business users to create, modify or delete Workspaces in the firm's document management system
- In accordance with department guidelines, file departed attorney's client and firm email to firm's document management system
- Utilize department reporting tools to perform routine file audits, identify trends in file activity histories, identifying opportunities to clean up bad legacy data in records systems as needed
- Support records compliance activities
- Offices, Asset Family Owners, Enterprise Records Information Management, Information

- Perform work in a safe, compliant and efficient manner with a high regard for personal safety, for the safety of company assets, employees, and the general public

### **Qualifications for records analyst**

- Create new files for U.S. practitioners
- Management of processes and special projects involving analysis, reporting and follow-up
- Execute processes to ensure compliance with records policies and procedures, through the development of reporting packages and dashboards, follow-up and escalation of issues, administration of quality programs
- Experience working within a global organization, including experience working virtually is preferred
- Excellent customer service skills, including verbal and written communication skills, active listening, professionalism, and responsiveness
- Ability to work well with other team members in both the US and India