Our company is looking to fill the role of records. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for records

- Set up new users for Iron Mountain, provide instruction how to use Iron Mountain's services as needed
- This will consist of, but is not limited to, incoming requests and calls to and from insurance clients, police and fire agencies
- Conduct map research and internet research to determine correct jurisdiction and/or to locate report
- Utilize shortcut keys/macros to navigate internal systems and pre-defined client notices
- Open and separate the contents of approximately 200 envelopes per hour, subdivide negative responses into appropriate areas, accurately tally for quality control, and deal with miscellaneous notes, invoices
- Manage specific grading processes, including grade changes, requests for satisfactory/unsatisfactory grading, incomplete and extended grades, and sending reminders to faculty who fail to submit grades on time
- Manage attendance issues, including sending reminders to faculty, dropping no shows, and working with other offices to address attendance issues
- Manage special registrations for internships, research, independent/directed study, PSEO, Hamline Dispute Resolution and registration eligibility issues, including assigning special PINs
- Work with supervisor to maintain procedures for position
- Other duties as assigned by Assistant Registrar or Associate Registrar

- Coordinates with Audit / Legal / Compliance / Operational Risk in litigation mitigation approaches, litigation responses to subpoenas, and other governmental orders/ requests for production of records
- Administers inventory audits of physical and electronic records to ensure strict compliance with laws and regulations, and corporate policy and procedures
- Scanning and Clerical Experience
- Minimum 10 years of records management, information governance or related experience
- Strong understanding, knowledge and experience in financial industry including operational and risk/control, financial markets product and an understanding of the transaction life cycle
- Ability to concentrate in a busy office atmosphere