



Job Description

Position Title: Records Assistant

Company: Panitch Schwarze Belisario & Nadel LLP (hereafter “PSB&N”)

Location: Philadelphia, PA

Industry: Legal Services, Intellectual Property

Supervisor: Facilities Manager

Position Summary:

- Create and update Records Management Tracking Systems.

Responsibilities Include:

- Open New **Business Matters** In CMS
- Conduct conflict searches
- Enter new client information into Worldox database
- Update Fast Track
- Prepare client file transfers
- Prepare, ship and retrieve files for Off-Site storage
- Create weekly memo for client changes (ex. Name, address change etc.)
- Perform general office duties such as photocopying, faxing , mail, etc.
- Assumes additional duties as requested or assigned

Skills Required:

- Ability to manipulate existing data, edit current information, and proofread new entries for accuracy
- Acute attention to detail
- Ability to operate a personal computer