

# Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit [davispolk.com](http://davispolk.com).

## Job Description

<b>Job Title</b>	Analyst, Records & Document Disposition
<b>Location</b>	New York
<b>Department</b>	Record Center
<b>Reports to</b>	Records Center Manager
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	<p>The Records Analyst/Document Disposition Coordinator (“RADD”) will largely be responsible for the administration and control of Record Center document disposition in accordance with Firm guidelines and procedures. The RADD will also oversee the proper administration of Preservation Notice policies within the Record Center database. The RADD will also be actively involved in other areas of Record Center responsibility including but not limited to: Audit Letter responses, New Client and New Matter intake, Securities Transaction Clearance, general file maintenance and handling.</p>
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>— Administration and control of Record Center document disposition in accordance with Firm guidelines and procedures.</li><li>— Active involvement with Audit Letter Response operations, which includes, but is not limited to, ascertaining client/matter numbers to be included in audit letter response process, processing audit request letter, following up with partners regarding client/matter numbers, and coordinating response letters. Maintenance of logs for all response letters.</li><li>— Active involvement with New Client and New Matter intake tasks, which includes, but is not limited to, a full understanding of the Aderant New Client and New Matters intake process. Assisting with the vetting of new clients to ensure full client entity names are used and that existing clients or matters are not duplicated. This often will include extensive research within Davis</li></ul>

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Polk computer systems and on the internet. Answering staff & attorney questions regarding the opening of new matters or direct them to the correct source for an answer.

- Active involvement with Securities Transaction Clearance tasks, which includes, but is not limited to, fielding employee requests to trade securities, confirming that the request is within firm guidelines, and that proper partners are contacted to approve or reject such requests. Ability to answer employee questions about the security transaction policy. Maintenance of logs for all transactions.
- Ability to “float” within the department and perform special projects as needed.

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## **Qualifications/Position Requirements**

- Knowledge of computer programs including Excel and other MS Package programs.
- Expertise in operating Records databases (iManage Records Manager preferred.)
- Ability to identify corporate and litigation documents.
- Ability to deal with detail and follow-up in daily work.
- Ability to communicate with lawyers, managers and other Davis Polk staff to ensure compliance with Record Center procedures.
- Ability to lift/move boxes weighing up to 25 lbs.
- Excellent communication skills.

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## **Education and/or Experience**

- Associate’s or Bachelor’s degree
- Minimum of two years’ prior Records experience in either a law firm, investment bank, or large corporation.

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## **Compensation**

Commensurate with experience

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## **To Apply**

Submit resume and cover letter to: [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com)

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.