

The Right People. The Right Results.

McCarthy Tétrault is Canada's leading full-service law firm, advising on many of the largest transactions and cases in Canada and internationally. We take pride in being able to offer our clients integrated solutions from some of the best and brightest legal minds in the country. To back this promise, we have identified recruiting as a top priority. We take a comprehensive approach by looking beyond our current needs to the skill sets and expertise necessary to maintain our competitive position well into the future.

So why come to McCarthy Tétrault? Unlike more conventional law firms, we operate as a business, which gives us the flexibility to adapt to the realities of our business clientele. Our success as lawyers no longer depends only on our expertise but on our ability to think – and act – like our clients and be true 'partners' to them. Our client approach is one of our unique selling features.

We thank all applicants for their interest; however, only chosen applicants will be contacted. Please note that we will keep all résumés on file for a six-month period.

Records Management Technician

Reports To: Manager, Office Services

Liaises With: All Firm Staff and Professionals
Commercial Records Centre
Courier Service Provider
Shredding Services Providers
Other Firm Offices
Other Law Firms

Job Summary:

To coordinate and execute projects and related tasks. Provides assistance to Manager, Office Services. Acts as a Team leader in the Records Department.

Responsibilities:

1. Assess requests for special and departmental projects; work with user departments on large indexing and retrieval projects to ensure all needs are met, determine the appropriate methodology required, execute project utilizing necessary resources, assign project tasks where necessary and appropriate.
2. Act as a liaison with the Commercial Records Centre and Commercial Shredding Company to coordinate services or resolve issues. Ensure quality control by performing daily reconciliations or audits.

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3. Index and/or reconcile record collections for lawyers arriving into or departing the Firm; handle transfer of files to law firms, clients and maintain accurate documentation.
4. Work closely with the Manager, Office Services with developing and implementing Records Management policies and procedures; maintain and update departmental procedures and operational guidelines as necessary.
5. Organize and conduct New Hire Training Orientation for all legal support staff; conduct training and cross-training of new Records Management staff.
6. Act as a resource for complex file and information searches and retrievals or procedural and operational issues.
7. Ensure project tasks when assigned, are completed in a timely and efficient manner.
8. Meet periodically with user base, makes recommendations to enhance users services.
9. Assist with the administration and control of regular destruction programs as set out by Firm retention schedules.
10. Other projects and duties as assigned by the Manager, Office Services.

Qualifications and Skills:

1. Previous Leadership or project management skills.
2. Understanding of legal files, the ability to develop an understanding of content and organization of legal files and systems is required.
3. Ability to coordinate team members to effectively complete projects; ability to work effectively with all levels of staff with tact and diplomacy.
4. Excellent communication skills; written and verbal.
5. Strong problem solving and organizational skills, ability to plan and develop alternatives and implement solutions.
6. Ability to work independently and as part of a team with a minimum of supervision.
7. Adaptable and flexible for Records Management service hours and for overtime when required.
8. College diploma with specialized courses in records management preferred.

Contact Information:

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