



Davis Polk & Wardwell LLP is a New York-based, international law firm with more than 900 lawyers in offices located in New York, Northern California, Washington, D.C., London, Paris, Madrid, Hong Kong, Beijing, Tokyo and São Paulo. Since its founding over 165 years ago, the firm has worked on a broad range of important and complex business and financial transactions, as well as significant civil litigation. Davis Polk has long been recognized as an innovative leader in the provision of quality legal services. Davis Polk has also developed extensive experience in major international business transactions and regularly works with companies based throughout the world.

---

## Job Description

---

|  |   |
|--|---|
| <b>Job Title</b>                             | Records Analyst/Document Disposition Coordinator  |
| <b>Department</b>                            | Record Center   |
| <b>Reports to</b>                            | Record Center Manager   |
| <b>FLSA</b>                                  | Non-Exempt  |
| <b>Work Schedule</b>                         | Monday through Friday 9:30 a.m. to 5:30 p.m.  |
| <b>Essential Duties and Responsibilities</b> | <ul style="list-style-type: none"><li>• 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.</li><li>• Perform Audit Letter Response operations, which include but are 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>• Perform New Matter intake tasks, which include but are not limited to, mastery of the New Matters program, opening all new client matters, assigning all new matter numbers for all Davis Polk offices, answering staff &amp; attorney questions regarding the opening of new matters. Train new Administrative Assistants on use of the new matter program.</li><li>• Perform Securities Transaction Clearance tasks, which include but are not limited to, fielding employee requests to</li></ul> |

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.

**Qualifications/Position Requirements**

- Knowledge of computer programs including Excel and other MS Package programs.
- Expertise in operating Records databases (iManage Records Manager and LegalKey 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

**Education and/or Experience**

- Associates or college degree preferred and two years prior Record Center experience in either a law firm, investment bank, or large corporation. Excellent communication skills.

**Compensation**

Commensurate with experience

**To Apply**

Send cover letter and resume to Jackie Nunez,  
Jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.