

<https://www.matfar.com/job/40486-records-specialist/>

Legal Records Specialist

Description

A Prestigious National Law firm is seeking a Records Specialist. You will manage and maintain legal documents and records. Your primary duties will include organizing, indexing, and archiving legal files and retrieving and delivering documents as requested. Your exceptional attention to detail and organizational skills will be crucial in ensuring accurate record-keeping and efficient retrieval of legal information.

Qualifications

- High school diploma or equivalent
- 1+ years proven experience as Records Clerk, preferably in a legal setting.

Contacts

If meet the minimum requirements and are interested in this position, please submit your resume or contact:

- [Charlotte Smith](#)
- charlotte@matfar.com
- 213-996-3739

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Staff

Job Location

Los Angeles, CA

Working Hours

On Site

Base Salary

\$ 45K - \$ 55K (DOE)

Date posted

May 30, 2023