

## **RECORDS MANAGER JOB POSTING**

**Lloyd Gosselink Rochelle & Townsend**, a downtown Austin law firm established in 1984, seeks a Records Manager with 3-5 years of experience. This position will maintain and manage the information lifecycle process of the Firm's records, including but not limited to, evaluating existing document management systems and procedures to determine current effectiveness and efficiency.

### **FIRM BACKGROUND**

The Firm actively advocates and represents public and private sector entities throughout the state of Texas before the Texas Commission on Environmental Quality (TCEQ), the Public Utility Commission of Texas (PUC), the State Office of Administrative Hearings (SOAH), and at all levels of state and federal court systems, often dealing with rapidly-changing utility and administrative law and matters of significant policy and regulatory importance.

### **COMPREHENSIVE BENEFITS**

Lloyd Gosselink offers a competitive salary and a comprehensive total rewards package including medical, dental, vision insurance coverage; short-term disability; employer-funded long-term disability and long-term care; a 401(k) plan with employer contribution; paid parking in downtown Austin; PTO, holiday pay; paid parental leave; pet insurance, and an Employee Assistance Program.

### **SALARY**

**\$63,000 - \$72,500** annually, depending on experience, education, and KSA

To learn more about the position please visit <https://www.lglawfirm.com/our-firm/careers/>.

**TO APPLY: Please submit your resume to jbien at [info@lglawfirm.com](mailto:info@lglawfirm.com)**