

DRINKER BIDDLE & REATH LLP

DOCKET CLERK

JOB POSTING

JOB TITLE: Docket Clerk	STATUS: Non-Exempt
REPORTS TO: Docketing Supervisor	LOCATION: San Francisco, CA
<p>SUMMARY: We are seeking a Docket Clerk to join our team! The Docket Clerk works as part of the firm wide docketing team to assist in all aspects of docket department duties and update/edit the computerized docket system. Primary responsibilities for this position include complex deadline calculation; analyzing and reviewing all documents; discerning the pertinent information and entering the required information into the CompuLaw docket database, assisting with double-checking/reviewing docket entries for consistency and accuracy as well as coordinating with Client Intake personnel. Based in our San Francisco office, this role will work on docketing matters for our San Francisco office and also nationally. The hours of this position are Monday-Friday from 8:30 am-5:00 pm.</p> <p>It is essential that this person be self-motivated and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described, and must ensure that excellent client service and client satisfaction are attained in all areas. A superior level of client service is expected at all times.</p> <p>In accordance with the firm's Client Service Initiatives, the Docket Clerk must consistently display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none">• Prepare and distribute weekly docket reports and customized reports as needed.• Process docketing requests from end-users and electronic court notifications, and follow-up with end-users regarding input of calendar events.• Review docketing information, including analysis of updated docket records, to ensure correct assessment of deadlines and accuracy of database.• Research using various court websites and online resources.• Respond to department emails and phone inquiries from attorneys, paralegals and legal assistants regarding calendars and court procedures. <p>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</p>	
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none">• Extensive knowledge of CompuLaw docketing software or similar software such as e-Dockets, BEC Docket Enterprise or CourtAlert.• Proficiency in performing complex deadline calculations.• Ability to conform to existing formatting and quality control procedures.• Extensive knowledge of federal, state and local rules of procedure and practice.• Excellent computer skills (Microsoft Office Suite (Word, Excel, Outlook, etc.)• Excellent oral and written communication that is technically sound, grammatically correct and without typographical errors.	

- Excellent organization skills with strong attention to detail.
- Ability to work with detailed information accurately and efficiently.
- Highly motivated, a self-starter with excellent time management skills who is able to handle a variety of projects that require tight deadlines.
- Ability to adjust and adapt quickly to changing situations.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Extremely consistent in producing quality work.
- Candidate must be able to work well as part of a team as well as work independently.
- Able to maintain confidentiality.
- Initiative in developing and refining skill set, willing to work with new technology.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Candidate must quickly grasp the goals, service, culture and strategy of both the department and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Must be very flexible and adaptable to changing department procedures when necessary.
- Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
- Flexibility for occasional overtime required.

EDUCATION AND EXPERIENCE:

- Bachelor's degree and/or paralegal certificate along with experience that demonstrates an ability to perform the essential functions of the position.
- Extensive knowledge of and working within CompuLaw docketing software.
- Minimum of three years of docket experience at a major law firm

We are an Equal Opportunity Employer and we offer an excellent total compensation package which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holidays/sick days, wellness programs and more.

TO APPLY: Interested candidates should send a cover letter, including salary requirements, and resume to human.resources@dbr.com and reference **Docket Clerk-SF** in the subject line. Incomplete submissions will not be considered.