

# Case Clerk

## Paralegal Department

**Summary:** Under the supervision of Associates and Paralegals, the Case Clerk is assigned to support various litigation matters.

Email Resume [here](#) to apply

### Qualifications:

- Ability to make a two-year commitment.
- 4-year degree from an accredited college or university; prior law firm experience or paralegal certificate a plus but not required.
- Excellent communication, organizational, and interpersonal skills.
- Ability to coordinate and perform multiple tasks simultaneously.
- Strong service orientation, and an understanding of the importance of developing effective working relationships with others.
- Proficiency in Microsoft Office software products.
- Must be available for travel.
- Must be available for overtime.

### Duties and Responsibilities:

- Assist in document reviews and productions (indexing boxes, bates-labeling, quality checking).
- Perform case file management (including document productions, pleadings and correspondence files, deposition transcripts, and exhibits) by organizing, maintaining, and tracking files to make them easily accessible to lawyers.
- Maintain and update file indexes.
- Retrieve documents (dockets, pleadings) from courts and agencies.
- Assist in preparation of legal documents (exhibits and filings).
- Prepare and maintain document binders, witness preparation binders, and topic binders.
- Perform database searches (Ringtail, Concordance) to retrieve lawyer's requested documents.
- Prepare deposition summaries and conduct searches in deposition transcripts.
- Conduct research utilizing Lexis and Westlaw.
- Assist with cite-checking projects.
- Assist with preparation of trial materials.
- Perform other duties as requested by Firm management.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Non-Exempt

**Reports To:** Paralegal Supervisor

**Salary:** \$60,000

**Workplace Type:** On-site

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