

Job Description

Job Title: Case Clerk - Litigation

Effective Date: January 2022

Department: Paralegal Department

FSLA Status: Non-Exempt

Office: San Francisco

Job Status: Regular, Full-time

Reporting Relationship

Reports to the Director of Legal Services and to the Practice Group Leader(s) of the group(s) to which the Case Clerk is assigned; works under the direction of attorneys on assigned cases. Senior Paralegals and Paralegals may also delegate assignments and provide guidance to Case Clerks as appropriate.

Basic Function

Under the direct supervision of an attorney, Senior Paralegal or Paralegal, Case Clerks support the delivery of quality legal services to clients by performing clerical and technical tasks that require accuracy, attention to detail, strong organizational skills, strong written and verbal communication skills, and computer proficiency.

Essential Functions

Essential functions include the following. Regular and predictable attendance is an essential function of the job.

- 1. General Support:** Assists the attorneys, Senior Paralegals and Paralegals in all aspects of litigation, focusing primarily on the organization and indexing of case materials. Specific duties include:
 - Organizes documents chronologically or by topic in preparation for depositions, trials, hearings, arbitrations and mediations.
 - Prepares document indices. Indexes privileged and confidential documents for analysis or privilege log. Indexes issues and hearing binders.
 - Compiles discovery in virtual or physical issue binders. Compiles and indexes deposition exhibits in binders.
 - Assists in preparation of document productions including redaction and numbering of documents to be produced.
 - Coordinates printing and copy projects, and compares copied documents to originals to ensure accuracy and quality of copies.

- Searches for defined information using databases, deposition and document searching software.
 - Drafts corrections on deposition transcripts.
 - Isolates testimony for key issues using manual or computer assisted methods.
 - Reviews files and obtains documents from court, the recorder's office, etc.
 - Uses electronic research tools and the library to locate cases, statutes and legal authorities and compiles these materials into binders.
 - Assists in the organization of case materials and exhibits for trials, hearings, arbitrations and mediations. Maintains physical and virtual case files with the Records department.
 - Transmits materials to and from clients, co-counsel, expert witnesses via email and large file-sharing programs.
 - Compiles matter metrics used in reports to clients.
2. **Advanced Support:** As Case Clerks gain experience and develop a greater understanding of litigation, attorneys, Senior Paralegals and Paralegals may delegate more advanced tasks, supervising the Case Clerks in projects regarding factual research and investigation, discovery, trial preparation, and post-trial activities.
 3. **Cooperates with Team Efforts:** Demonstrates effective teamwork and provides assistance to other Case Clerks and Paralegals as time permits. Works cooperatively and collaboratively with other departments and individuals in the firm. Attends Paralegal Department meetings, as well as Practice Group meetings in the appropriate practice area.
 4. **Productivity:** Prepares and submits time sheets on a timely basis. Case Clerks are expected to work overtime as required.
 5. **Professional Development:** Case Clerks are required to complete a self-evaluation and a professional development plan each year, using the Professional Development Checklist as a guide.
 6. **Other:** Drafts routine memoranda and correspondence. Performs other related duties as assigned.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills, knowledge and abilities required. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential duties. Case Clerks are not considered by the firm to be “Paralegals” as defined by the California Business and Professions Code, Section 6450 *et seq.*

- **Education:** Bachelor’s Degree required. A certificate from an ABA-approved Paralegal training program shows a commitment to the profession, and thus is preferred, but not required.
- **Experience:** Prior legal experience is helpful, but not required. Prior office experience is preferred, but not required.
- **Knowledge, Skills and Abilities:**
 - Ability to become familiar with the procedures, terminology and documents relating to complex litigation matters.
 - Strong organizational skills, interpersonal skills, and attention to detail.
 - Proficiency in the use of Microsoft Office software (Word, Outlook, Excel)
 - Ability to become proficient in the use of Westlaw and code-based retrieval systems.
 - Strong analytical skills and the ability to identify and index case-related documents.
 - Excellent communication skills, both written and verbal.
 - Ability to work effectively within a team environment and to work proactively.
 - Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently.
- **Level:** This position works under direct supervision and exercises a limited level of discretion and independent judgment.
- **Physical Demands:** The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to handle or feel objects, tools or controls; use a computer keyboard and mouse; use a telephone; reach; talk and listen. The employee is frequently required to move and sit, as well as to lift and transport objects such as boxes and files weighing up to 30 pounds. The employee is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office environment.