



The Opportunity: Litigation Case Clerk (Flexible Hybrid) – Employment Group

Litigation 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. Assists attorneys and Senior Paralegals in all aspects of litigation, focusing primarily on the organization and indexing of case materials. This position works closely with the client and with Farella associate attorneys.

This position is based in San Francisco, CA but is a flexible hybrid position working in-person and remotely. Expectation is at least 3 days in the office initially.

The Day-to-Day:

- Assists administrative staff in opening new matters.
- Works with client counsel to gather documents in response to records requests.
- 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.
- Drafts form discovery. 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.
- Identifies evidence for key issues using manual or computer assisted methods. Identifies relevant social media.
- Reviews files and obtains documents from court, public agencies, etc.
- Uses electronic research tools and library resources 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.
- Compiles matter metrics used in reports to clients.
- 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. May attend trial - taking notes, and assist in coordinating exhibits and timing.

Requirements:

Experience:

Prior office experience is required. Prior legal experience is helpful, but not required.

Education:

Bachelor's Degree required. A certificate from an ABA-approved Paralegal training program shows a commitment to the profession but is 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.

Please apply by sending your resume and cover letter to careers@fbm.com.

What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is between \$62,000 and \$73,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all of our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by



the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category for the last 3 years. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.



Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

Green Business

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent



environmental standards. We received our fourth Green Business certification in 2020.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer