



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 working 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.
- Assists in preparation of document productions including redaction and numbering of documents to be produced.
- Transmits materials to and from clients, co-counsel, expert witnesses via email and large- file-sharing programs.
- 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.



- Coordinates printing, copy and scanning 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 - takes notes and assists 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, client service skills, interpersonal skills, and attention to detail.
- Proficiency in the use of Microsoft Office software (Word, Outlook, Excel) and pdfs.
- 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.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>

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 \$65,000 to \$67,000. 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*. We also won this organization's Wellness Award. We are ranked on the Best Midsize Law Firm to Work For in the United States list 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 for over 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.

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.

Our Commitment to the Community in Which We Live and Work

Since our inception over 60 years ago, Farella Braun + Martel has actively participated in our local communities. Through pro bono work, charitable giving, and participation in charitable and civic organizations, we have strived to honor our core principle of giving back to the community. We annually participate in firmwide community service events including Rebuilding Together San Francisco, BASF's Head Start Holiday Gift Program, BASF's Food from the Bar Campaign benefiting the SF/Marin Food Bank, and Chapter One Online Literacy Tutoring Program with local elementary schools.

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 and is named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times* / *Silicon Valley Business Journal*.

Green Business

Farella Braun + Martel became the first major law firm in San Francisco to obtain certification as a green business from the San Francisco Green Business Program in 2006. The program recognized the firm for meeting its stringent environmental standards. We received our fifth Green Business certification in 2024.

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