



The Opportunity:

Calendar/Docket Clerk (Flexible Hybrid in SF Bay Area)

The **Calendar Clerk** Supports the delivery of quality legal services to clients by maintaining the firm's master calendar and providing complete, accurate, and timely calendars to all attorneys and staff; works collaboratively and cooperatively with others in a team-oriented environment.

This position is a flexible hybrid position requiring working in-person in San Francisco at least 3 days per week.

The Day-to-Day:

- **Sorts Incoming Documents:** Sorts and reviews all incoming documents for calendar items in accordance with the firm's risk management and Calendar Department policies and procedures.
- **Maintains Up-to-Date Calendar Database:** Reviews all calendar-related documents for calendar dates. Enters calendar dates in calendar database. Proofreads entries.
- **Maintains Court and Firm Holiday Calendar:** Researches and publishes up-to-date court and firm holiday calendar.
- **Researches Rules:** Researches case history and applicable court rules for appropriate calendaring.
- **Distributes Weekly Calendar:** Ensures the automated distribution of timely and accurate individual weekly calendars to all attorneys and staff.
- **Maintains Firm's Set of Rules and Forms:** Maintains current and complete set of rules and forms for state, federal, and local courts.
- **Provides Expert Information on Court Rules:** Acts as a resource for attorneys, secretaries, and paralegals regarding court requirements and procedures, especially as they relate to calendaring and date calculation.
- **Assists with eFiling process:** Routes eFiled documents to responsible secretary, and profiles into firm's document database. Assists with tracking court requirements for eFiling procedures.



- **Works Cooperatively and Collaboratively with Others:** Strives to meet deadlines. Assists with special projects as assigned. Works cooperatively with other Calendar Department staff, attorneys, secretaries, paralegals and with other departments and individuals in the firm.
- **Other:** Performs other duties as assigned.

Requirements:

Experience:

The **Calendar Clerk** must have a minimum three (3) years' experience in general litigation calendaring/docketing in a law office.

Education:

High school diploma or GED required; some college desirable.

Knowledge, Skills and Abilities:

- A thorough understanding of litigation terms, pleadings, and court structure.
- Ability to accurately apply court rules and orders to documents and calculate calendar dates.
- Accurate touch-typing with a net speed of at least 40 words per minute.
- Proficiency in the use of the MS Office Suite of software (Word, Outlook, and Excel).
- Proficiency in an automated calendaring system and the ability to gain proficiency in use of Compulaw or firm's current equivalent calendar software.
- 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 while maintaining accuracy; ability to prioritize workload, coordinate multiple tasks concurrently and meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.
- Ability to sort and file accurately using alpha, numeric, and chronologizing skills.

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 expected to be between \$70,000 and \$90,000. 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 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 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.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Farella is an Equal Opportunity Employer