



Docket Clerk – Chicago, IL or New York, NY

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice. We currently have more than 80 lawyers in offices in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

We are a hard-working, collaborative, and friendly group of professionals who are motivated to support each other as we fulfill our Firm mission to be a law firm built for clients. The ideal incumbent will be team oriented, collegial, and collaborative, which are “must have” qualities for applicants, in addition to a proven track record of expertise with the following duties and skills.

RSHC is recruiting for an experienced Docket Clerk responsible for the day-to-day operations and maintenance of firmwide docketing and to ensure the accuracy of docketing entries. This position will provide comprehensive calendaring services to the firm to facilitate compliance with firm calendaring policies and processes and minimize risk of missed court and agency deadlines. This position requires an ability to work well under pressure and time constraints, and an in-depth knowledge of court rules and procedures within the given state, federal and appellate courts. In addition, the Docket Clerk will be required to organize the documents needed to bring the case to trial, as well as contact the attorneys, witnesses, and other parties participating in the case. Before a case, a docket clerk issues summonses to bring witnesses into court and, afterwards, issues the judges' orders or rulings.

Essential Duties and Responsibilities*:

Court and Registration Services

- Docket Maintenance
 - Processes associated with maintaining, monitoring, and operating a computerized or manual docket event management system. Includes maintaining tickler files and/or calendars, as well as ensuring deadlines from file and serve monitoring systems are entered.
 - Researching and interpreting rules and statutes at the request of attorneys
 - Respond to all inquiries made by attorneys in a timely and accurate manner
 - Filing documents electronically and retrieving by hand with the courts
- Name or Entity Searches
 - Processes associated with company or business name searching and registration (e.g., filing documents, forms, charges, provisional charges).

Common Practices

- Communications
 - Processes associated with communication in various forms used to inform or persuade. Includes the process of providing guidance, general information, proactive education, and training on policies and procedures.
- Operational Excellence (Quality)

Processes associated with the application of principles, systems and tools used toward the sustainable improvement of key practice performance metrics.

- Assist in docket program conversion (transferring high volume of deadlines to new software)
- Saving high volume of documents to firm document management system, (NetDocs experience a plus)
- Audit - Processes associated with auditing and documenting compliance with codes, regulations, policies, and standards.

** This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Competencies

The following are competencies required to be successful in this position:

- **Analysis**
Ability to analyze, organize and prioritize litigation case information. Ability to research, learn and apply statutory and court rules for any jurisdiction; includes ability to analyze, summarize and present issues that require leadership attention.
- **Adaptability**
Willing to adapt to changes in strategy with little notice; ability to balance competing demands in a fast-paced environment.
- **Customer Service**
Ability to work with team members as well as independently to ensure that attorneys are satisfied with calendaring procedures; includes the desire to understand internal customer concerns and build trust.
- **Diligence**
Ability to apply organizing strategies to ensure calendaring requirements are appropriately prioritized and resources are used effectively and efficiently; ability to set priorities with minimum level of direct supervision.
- **Effective Communication (Written and Verbal)**
Ability to communicate clearly and coherently, interpreting information and adapting communication to suit particular situations and audience needs.
- **Ethics**
Always keeps employee and firm client information confidential; understands and implements general rules of ethical behavior applicable to legal personnel.
- **Interpersonal Skills**
Ability to build rapport and collaborative relationships across the firm, administrative departments, and legal teams; ability to act as a trusted adviser to employees.
- **Technical Skills/Learning**
The ability to quickly learn and integrate new technical skills and knowledge; seeks out avenues to enhance technical skills.

Education and/or Experience

- A Bachelor's degree or similar is preferred
- Familiarity with filing and service monitoring systems i.e., Case.net, Lexis Nexis File & Serve, Pohlman Mydocserve and Mydocfileservice

- Ability to search and track case docket on Bloomberg Law
- Excellent knowledge of the court system and agencies
- Working knowledge of the federal, state court, and agency rules

Skill Set and Abilities:

- **Language Skills**
Must have strong communications skills (i.e., communicate clearly and effectively in both written and spoken English).
- **Reasoning Ability**
 - Uses the utmost discretion regarding sensitive company and employee information.
 - Must be able to coordinate resources and responsibilities and be able to get along well with others.
 - Must be able to develop a strong rapport with various department staff earning trust and respect.
- **Physical Ability**
May be required to lift up to 15 pounds.

Work Environment

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our firm's employees are proud of collaborating to service firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our client.

The position is full-time non-exempt, with flexibility needed to work overtime, as necessary.

This position requires pre-employment screenings which include a criminal background check and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.