

Davis Polk & Wardwell LLP (including its associated entities) is a global law firm with more than 900 lawyers in offices in New York, Northern California, Washington DC, São Paulo, London, Paris, Madrid, Hong Kong, Beijing and Tokyo. For more than 165 years, the firm has advised industry-leading companies and global financial institutions on their most challenging legal and business matters. Our firm is ranked among the world's preeminent law firms across the entire range of its practice and our lawyers are ranked in the top tier of their respective fields. Our non-legal professional staff share the same commitment to excellence and client service that has long been the hallmark of our firm.

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## Job Description

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<b>Job Title</b>	Court Clerk
<b>Department</b>	Managing Attorney's Office
<b>Reports to</b>	Assistant Managing Attorney
<b>Exempt/Non-Exempt</b>	Non-exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 a.m. to 5:30 p.m. (additional hours as required).
<b>Position Summary</b>	The Court Clerk serves and files court papers and provides relevant administrative support in connection with court filings.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Serve and file court papers, electronically and manually</li><li>• Appear at calendar calls</li><li>• Monitor cases and conduct research on litigants, as well as, coordinate with outside vendors to obtain publicly filed documents</li><li>• Review court documents for compliance with all rules prior to filing</li><li>• Conduct research on litigants and newly filed lawsuits that may be of interest</li><li>• Timely and appropriately enter court papers into the CourtAlert docketing software</li><li>• Answer questions about court procedures, rules and calculation of time</li><li>• Provide general office support and assistance</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>• Must be able to demonstrate knowledge of federal and state court systems, including electronic filing</li><li>• Knowledge of the CPLR and FRCP</li><li>• Must have solid computer skills</li><li>• Ability to interact with all levels of Firm personnel</li><li>• Excellent analytical and problem solving skills</li><li>• Strong organizational and communication skills</li><li>• Ability to maintain composure and cope with varied</li></ul>

situations

- Ensure confidentiality of all the Firm's and clients documentation and information

**Education and/or Experience**

- Bachelor's degree
- Minimum of 2 years' experience in a Managing Attorney's Office

**To Apply**

Davis Polk offers a competitive salary and benefits package. Please send cover letter and resume to: Jackie Nunez, Human Resources Manager, [Jackie.nunez@davispolk.com](mailto:Jackie.nunez@davispolk.com)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.