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Job Description

Job Title	Court Clerk
Location	New York
Department	Managing Attorney's Office (MAO)
Reports to	Managing Attorney
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	The Court Clerk is responsible for serving and filing court papers (electronically and in paper format), monitoring cases for upcoming deadlines and appearances, conducting research, and providing relevant administrative support in connection with litigation filings.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Serve and file court papers, electronically and in person;– Review court documents for compliance with all rules prior to filing;– Submit papers at calendar calls and courtesy copies for Judges;– Calculate deadlines based on applicable rules, statutes and procedures;– Monitor cases and conduct research on litigants, including identifying newly filed lawsuits that may be of interest;– Coordinate with vendors and court staff to obtain publicly filed documents;– Enter court papers into the CourtAlert docketing database in a timely and accurate manner;– Conduct precedent searches;– Answer questions about court procedures, rules and calculation of time; and– Provide general office support and assistance.

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Qualifications/Position Requirements	<ul style="list-style-type: none">– Must be able to demonstrate knowledge of federal and state court systems, including electronic filing;– Knowledge of the CPLR and FRCP;– Meticulous attention to detail;– Must be comfortable working with a large volume of PDF documents;– Flexible in daily schedule to accommodate unexpected assignments;– Excellent written and verbal communication skills, as well as, strong analytical and problem solving skills;– Able to maintain composure in a high stress environment while handling multiple tasks;– Ensure confidentiality of all the Firm’s and clients documentation and information.
Education and/or Experience	<ul style="list-style-type: none">– Bachelor’s degree required– Minimum of 1 year experience in a Managing Attorney’s Office– Proficient in e-filing
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.