



Docket/Calendar Specialist - Salary: \$60,000 – \$70,000 Annual

Primary responsibilities for the Docket and Calendar Specialist include maintaining the Firm's legal docketing system and ensuring that all deadlines are accurately and timely entered. The Docket and Calendar Specialist is also called upon to be a fully-trained participant in the day to day execution of the Firm's docketing and calendaring workflow queue including: rules compliance review, document review and analysis for calendar events, CompuLaw event entry, deadline generation and accuracy review, research of local rules, orders, and judicial preferences to ensure deadline generation, and routine CompuLaw database administration.

JOB RESPONSIBILITIES:

- Provides first-level support for the Firm's automated docket and calendar system, including routine data entry and daily maintenance;
- Determines docket dates from court documents and correspondence and enters data into the docket/calendar system;
- Responds to inquiries from attorneys and staff regarding litigation deadlines, court scheduling rules and related docket and calendar issues;
- Provides troubleshooting and support to legal staff regarding the docket/calendar process and policies;
- Dissemination and implementation of docket/calendar policies and procedures.

****The job duties listed above are not an exhaustive list of every task the candidate will perform, but are intended to provide a representative summary of the major duties and responsibilities. Candidates may be required to perform additional, position-specific duties.**

EXPERIENCE/SKILLS:

- **Solid experience with CompuLaw Docketing/Calendar software;**
- Minimum of 5 years related legal experience in docket/calendar required;
- Detailed knowledge of applicable California and Federal court rules required;
- Advance skills in Microsoft Office (Word, Excel, PowerPoint);
- Advance skills in MS Outlook and Internet navigation;
- Excellent verbal and written communication skills;
- Strong organizational skills and attention to detail;
- Ability to prioritize and handle multiple tasks;
- Ability to type a minimum of 45 wpm;
- Ability to identify problems and concerns independently, communicate them to appropriate individuals and resolve them, with support of others, as needed.

EDUCATION /QUALIFICATIONS:

- High school diploma or equivalent required;
- Bachelor's degree preferred