

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.

Job Description

Job Title	Docket Clerk
Department	Managing Attorney's Office
Reports to	Assistant Managing Attorney
Exempt/Non-Exempt	Non-exempt
Work Schedule	Monday through Friday, 4:00 p.m. to Midnight
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Enter court papers into the CourtAlert docketing database in a timely manner• Synch PDF images with the corresponding docket entries in CourtAlert• Calculate deadlines based upon applicable rules and statutes• Conduct precedent searches and help to maintain the precedent database• Monitor cases and conduct research on litigants, as well as, coordinate with outside vendors to obtain publicly filed documents• Serve and file court papers, electronically and manually• Answer questions about court procedures, rules and calculation of time• Process unidentified litigation mail• Provide general office support and assistance
Qualifications/Position Requirements	<ul style="list-style-type: none">• Familiarity with the New York federal and state court system• Working knowledge of the CPLR and FRCP• Meticulous attention to detail• Must be comfortable working with a large volume of PDF documents• Flexibility in daily schedule to accommodate unexpected situations• Excellent written and verbal communication skills• Ability to maintain composure and cope with varied

situations

- Ensure confidentiality of all the Firm's and clients documentation and information
- Able to handle multiple tasks in a very busy environment
- Must be punctual and reliable
- Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed
- Strong interpersonal and organizational skills

Education and/or Experience

- Bachelor's degree
- Experience using CourtAlert or MA3000, E-filing

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

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.