

Assistant Managing Clerk Job Description

FLSA Status: Non-Exempt

Reports to: Managing Clerk

Hours: 12:00pm to 8:00pm with flexibility for extra hours

Highly motivated candidate sought to support the Managing Clerks office within a plaintiffs' securities litigation law firm. The ideal candidate will thrive in a strong team-oriented environment and be comfortable taking ownership of their work, making decisions, and driving tasks forward independently. Extensive knowledge of Federal and State Courts, rules of civil procedure, and electronic court filings is highly preferred.

Job Duties: Primary duties consist of, but are not limited to the following:

- ✕ Review, prepare, and file Court documents in compliance with court rules;
- ✕ Review, analyze, calculate, enter, and update court deadlines and dates, case, and docket information utilizing the firms docketing and calendaring software CourtAlert;
- ✕ Manage litigation calendars and deadlines using advanced docketing systems;
- ✕ Provide expert guidance on court rules and filing procedures to legal teams;
- ✕ Coordinate service of process and liaise with external vendors for document handling;
- ✕ Collaborate with legal teams to support litigation needs in order to meet critical deadlines;
- ✕ Special projects as assigned by the Managing Clerk.

Qualifications:

- ✕ Bachelor's degree preferred, with a minimum of three years' experience in a Managing Attorney's/Clerk's Office or five years experience as a litigation paralegal that included court filing and calendaring experience;
- ✕ Ability to timely and accurately calculate deadlines in various jurisdictions, including Trial and Appellate Courts, and Arbitration matters;
- ✕ Proficient in Court filings using PACER, NYSCEF, File&Serve Xpress, as well as other State Court electronic court filing systems across the country;
- ✕ Proficient in calendaring software such as MA3000, Court Alert, or Compulaw;
- ✕ Ability to research and interpret court rules across the country to advise case teams of local court rules and procedures;

- ✕ Able to organize and prioritize assignments and handle competing priorities;
- ✕ Exceptional organizational and communication skills for effective team collaboration;
- ✕ Ability to work independently and manage assignments to completion;
- ✕ Ability to anticipate case team needs and to proactively address them;
- ✕ Proficiency in Microsoft Word, Adobe Acrobat, Microsoft Teams, Microsoft Outlook, Zoom, Internet Explorer, Microsoft Edge, and Excel;
- ✕ Flexibility to work on-site one to two days per week and overtime as needed.

Please submit your resume and cover letter to careers@labaton.com.