

Downey Brand, LLP

August 24, 2021

Downey Brand LLP is looking for a full-time Document Clerk for our Sacramento office. The candidate for this multi-faceted position must:

- * Be able to maintain confidentiality of our clients and their related documents
- * Be able to pay attention to detail and have strong organizational skills
- * Have the ability to set priorities and be capable of handling multiple interruptions while keeping on task and working independently
- * Have a firm understanding of basic filing principles; be able to arrange items according to alphabetic and alphanumeric structures
- * Have excellent computer skills, including Windows 7, Microsoft Office Word
- * Ability to lift up to 25 pound boxes
- * Experience working in a professional office environment

Duties include but are not limited to:

- * Requesting and delivering records from offsite storage
- * Filing documents, records and other media
- * Indexing documents
- * Scanning and copying legal documents
- * Document organizational support to paralegals and legal secretaries
- * Preparation of trial/deposition binders
- * Bates labeling documents
- * Projects related to trial preparation
- * Coding of documents into litigation support software
- * Performing clerical duties related to the above tasks

In addition to the skills and duties above, the ideal candidate will also have excellent grammar, spelling and proofreading skills. A positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, and a strong work ethic are essential. Experience with Legal Kay a plus.

We offer a congenial working environment, with excellent compensation and benefits. Qualified applicants may submit a cover letter and resume in confidence to Cindy Snook, Director of Human Resources, via the firm's web application. www.downeybrand.com

No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.