

DOCKET SPECIALIST

Weintraub Tobin Law Corporation is currently seeking a full-time (40-hour work week) experienced Docket Specialist. This position will be based in our Sacramento office and will work closely with our docket manager, docket team, attorneys, and legal staff.

RESPONSIBILITIES

The Docket Specialist will have the ability to perform the below job duties and responsibilities with minimal supervision:

- Prioritize and identify rush assignments and docket accordingly.
- Calculate and docket all court appearances, documents and statutes of limitations in accordance with local, state, federal and administrative rules.
- Identify state, federal, and administrative documents and apply the correct jurisdiction for calculations.
- Research codes, authority, local court rules, and judge's rules in response to attorney and staff inquiries and respond accordingly.
- Perform legal research to ensure proper jurisdiction and calculations of deadlines and events.
- Identify and revise deadlines and events in the Firm's docket database when they are updated or concluded.
- Serve as Firm resource regarding local, county, state and federal rules and policy changes.
- Additional responsibilities as assigned.

SKILLS AND ABILITIES

- Solid understanding of the litigation process and timeline for state and federal court cases.
- Experience using CompuLaw docket software preferred.
- Team player capable of working effectively and respectfully with all levels of staff.
- Strong attention to detail.
- Demonstrate excellent verbal and written communication skills.
- Strong organizational and time management skills.

EDUCATION AND EXPERIENCE

- Paralegal certification and bachelor's degree preferred.

- Must have 4+ years' experience as a litigation docket specialist or as an experienced litigation secretary or litigation paralegal.

Qualified candidates should send their resume and cover letter to recruiting@weintraub.com

ABOUT WEINTRAUB TOBIN

Weintraub Tobin is an innovative provider of sophisticated legal services to dynamic businesses and business owners, individuals, emerging companies, and nonprofits. From locations in Sacramento, San Francisco, Los Angeles, Orange County, and San Diego, more than 70 attorneys assist clients throughout California with business and litigation needs, including corporate law, finance and tax law, labor and employment, real estate, intellectual property, entertainment, and digital media. We maintain our leadership position by creating a value-added, trust-based relationship with our clients, supporting our local communities, and developing deep subject-matter expertise. We offer a supportive and collegial environment where individual contributions are recognized and celebrated, and hard work is balanced with personal fulfillment and responsibilities.

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact the Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Note: If an applicant accepts an offer from the Firm, all confirmed new hires must comply with the Firm's mandatory COVID-19 vaccination policy. Further information about the policy is available to qualified candidates upon request.