

Risk Management Assistant

The firm has an opportunity for a full-time Risk Management/Docketing Assistant available in its Sacramento office. This individual will work under the supervision of the Risk Manager. The essential functions of this position are calendaring and docketing, tracking engagement letters, data entry and related tasks for conflict searches.

The successful candidate will have a background in managing the daily tasks associated with calendaring and conflicts processes in a law firm setting. Two or more years' experience as a litigation secretary or as a calendar/docket clerk with knowledge of State and Federal Court Rules is a plus. This position requires exceptional attention to detail and organizational skills, critical thinking, as well as excellent written and verbal communication skills. A strong work ethic and the ability to work independently as well as part of a team is a must. Proficiency in using Microsoft Office applications (e.g., Outlook, Word, Excel) is required. Working knowledge of Compulaw/Vision and LegalKey is strongly desired.

Qualified applicants may submit cover letter and resume in confidence to Cindy Snook, Director of Human Resources, through the firm's web application: www.downeybrand.com .

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