

<https://www.matfar.com/job/40439-docket-specialist/>

Docket Specialist

Description

A top-ranked law firm is seeking a highly organized and detail-oriented Docket Clerk to join its team. The Docket Clerk will be responsible for maintaining accurate and up-to-date records of legal cases, court hearings, and other legal documents. This role requires strong attention to detail, excellent organizational skills, and the ability to manage a high volume of information.

Qualifications

- Bachelor's degree required.
- Prior mid-to-Large firm experience.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and experience with legal case management software.
- Ability to work independently and manage multiple tasks simultaneously.
- Must be able to maintain confidentiality and handle sensitive information.
- Must be able to work well under pressure and meet tight deadlines.

Contacts

If you are a highly organized individual and meet the requirements, please submit your resume to or contact:

- [Kristen Reza](#)
- kristen@matfar.com
- 213-996-3745

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Office Support

Job Location

Arizona, California, Texas, Florida, New York, Michigan, Illinois, New Jersey, Nevada, Oregon, Pennsylvania, et al.

Working Hours

REMOTE. Can work PST or EST hours.

Base Salary

\$ 60K - \$ 80K

Date posted

May 12, 2023