

Legal Process Specialist

Full-Time | Charlotte or Chapel Hill Office

ROBINSON
BRADSHAW

Established, large law firm is seeking a full-time **Legal Process Specialist** to support the Practice Support department with analytical thinking and technical legal practice through docketing support, information governance, process analysis, and application development. The focus of this position is enhancing the capabilities of our general litigation docketing group and our information governance process within Practice Support. This position requires keen attention to detail, strong interpersonal, organization, time management, and communication skills paired with a dedicated client service mentality. The individual must create and maintain a positive image through interactions with attorneys, staff, vendors, court personnel and outside organizations.

Job Functions

- Utilize legal docketing software to generate calendars from court documents, correspondence, rules, and statutes.
- Collaborate in the docketing process by monitoring assigned docketing inboxes for receipt of e-filing notifications and docketing requests and coordinating with case team members as needed.
- Review and analyze docketing requests and associated documents and accurately calculate critical dates and related deadlines.
- Research and interpret court rules, laws and regulations.
- Collaborate with attorneys, paralegals, and practice assistants to analyze scheduling and deadlines, navigate ambiguous situations, and ask and answer questions.
- Provide general and/or specialized docket reports upon request.
- Help develop more efficient legal processes across the firm.
- Provide end user support by managing user rights and creating/tracking database usage.
- Assist others in Practice Support with the creation of written best practice guidelines, workflows, and forms to apply within the department or in case/deal management.
- Assist case teams with work within various litigation databases and further support various projects along the EDRM lifecycle.
- Perform additional tasks as assigned by Director of Practice Support or Legal Process Coordinator.

Core Qualities in a Candidate:

Able to prioritize tasks and perform under tight deadlines; able to handle stress and high pressure situations.

Excellent verbal and written communication and listening skills; ability to interact professionally in a hybrid environment.

Possess sufficient emotional IQ to work effectively with the legal teams and sufficient confidence to notify attorneys if they are missing something important and/or to make recommendations even when not specifically asked to do so.

Customer service attitude towards all staff including attorneys, other members of Practice Support and legal assistants when asked to help out with a case or perform a specific task.

Capable of working professionally with other team members to provide excellent client service.

Extreme attention to detail is required; ability to strategize, plan and think outside the box.

Pre-Requisite Knowledge, Skills and Abilities:

1. Minimum of two to three years of law firm experience preferably as a docketing clerk, legal assistant or paralegal familiar with litigation rules and processes.
2. Familiarity with using an automated, rules-based docket and calendar system a plus (preferably CourtAlert).
3. Strong knowledge of current federal, state and local rules and civil procedure for several jurisdictions.
4. Ability to organize and prioritize numerous tasks and complete them under time constraints.
5. Ability to create and proofread typed material for contextual, grammatical, typographical, or spelling errors.
6. Interpersonal skills necessary in order to communicate in person, by e-mail, and telephone.
7. Openness to the occasional need for more than 37.5 hours per week to perform the essential duties of the position, occasional need for irregular hours.
8. Ability to operate standard office equipment such as computers and photocopiers.

Outstanding opportunity for the right candidate, including a full benefits program. Send resume and any other documentation you wish to include to swilliams@robinsonbradshaw.com.

This law firm recruits, hires and promotes for all positions without regard to race, color, religion, creed, national origin, citizenship status, disability, military status, veteran status, marital status, sexual orientation, gender identity, sex, genetic information, age or other protected status. All terms and conditions of employment such as compensation, benefits, work assignment, availability of facilities and privileges of employment are administered on the same basis of equality.