**Legal Clerk Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legal Clerk to manage our [insert location] office's calendar. Candidates should be organized, detail-oriented, and computer savvy.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Confirming calendar entries.
* Preparation of Stipulation of Adjournment and Deposition Notice.
* Review of e- law, Court system, e-courts.
* Review Captions and Interrogatories to determine if a client is implicated.
* Coordinate meetings, lunch, and depositions with clients and attorneys.
* Assist with meeting and greeting clients.
* Communicate with outside vendors (including and not limited to Court Reporter Services, Plaintiffs and co-defendant offices, translators, etc.).

### About you

* [insert number] years of experience managing a firm's attorney calendar.
* Familiarity with court proceedings and procedures for [insert location].
* Proficiency in Microsoft Outlook.
* Ability to multi-task and thrive in fast-paced environments.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]