

## Managing Clerk

The **Managing Clerk** will support the Managing Attorney's Office with litigation calendaring, electronic court filings, and docket management. This role is central to ensuring the firm's filings, calendars, and court-related operations run with precision and efficiency. The Managing Clerk is the non-lawyer operational lead and will work closely with the Managing Attorney to facilitate timely, compliant filings while supporting attorneys and staff across a wide range of complex litigation matters.

### Responsibilities:

- Serve as the primary resource for attorneys and staff on federal, state, and local rules, judges' practices, and procedural requirements.
- Review documents before service and filing to ensure compliance and identify procedural risks.
- Interpret court orders, calculate deadlines, and ensure accurate entry into Court Alert Case Management and Outlook calendars.
- Oversee the accuracy, consistency, and timeliness of all docketing and calendaring work performed by the Assistant Managing Clerk and support staff.
- Personally manage complex, high-risk, or time-sensitive filings in federal, state, and local courts (primarily NY and NJ).
- Supervise the AMC and litigation support staff in preparing routine filings, reviewing for rule compliance, and correcting deficiencies.
- Coordinate physical filings, emergency submissions, and service of process, ensuring cost-effective and reliable execution.
- Resolve procedural questions related to filing logistics, rejected filings, or jurisdiction-specific quirks before escalating to the Managing Attorney.
- Oversee docket monitoring across all active matters, ensuring timely updates based on CM/ECF, PACER, and state court notifications.
- Maintain and audit docketing profiles for accuracy, completeness, and compliance with firmwide standards.
- Implement process improvements within the docketing and calendaring systems to reduce risk and improve efficiency.
- Supervise the Assistant Managing Clerk, litigation assistants, and docketing staff in day-to-day procedural tasks.
- Assign and manage workload distribution for filings, calendaring tasks, service requests, and vendor work.
- Train staff on federal and state filing procedures, service requirements, deadline calculation, and procedural best practices.
- Coordinate with third-party vendors for service of process, printing, and filing logistics, ensuring reliability and adherence to firm expectations.
- Identify potential procedural issues, filing defects, or deadline risks early and coordinate solutions with case teams.

- Develop and implement best practices to minimize missed deadlines, filing errors, and compliance failures.
- Conduct quality checks of AMC and staff work product and maintain consistency across all litigation matters.
- Escalate high-risk procedural issues to the Managing Attorney as appropriate.
- Assist with onboarding new matters and establishing accurate docketing profiles.
- Monitor cases for court decisions, orders, and upcoming deadlines requiring action.

**Requirements:**

- Prior Managing Clerk or Assistant Managing Clerk experience required.
- Bachelor's degree required, paralegal certificate or equivalent procedural training a plus.
- Minimum 8 years of litigation docketing, calendaring, or court-operations experience across multiple jurisdictions.
- Familiarity with Court Alert preferred.
- Deep procedural knowledge of NY and federal court rules, and e-filing systems including CM/ECF, PACER, NYSCEF.
- Experience supervising staff and running daily filing and calendaring operations.
- Strong judgment in identifying procedural risk and resolving filing-related issues.
- Strong understanding of litigation workflows and experience leading teams in deadline-driven environments.
- Exceptional attention to detail, organizational discipline, and written/verbal communication skills.
- Sound judgment in assessing procedural risk and coordinating solutions across case teams.
- Availability for late filings required.

This is an exempt position and the annual salary range for this role is \$150,000 to \$180,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

*Selendy Gay PLLC is an Equal Opportunity Employer*