

# DOCKETING SPECIALIST

Recruitment #1610-0451DC-001

**List Type** Original

**Open Date** 12/12/2016 3:00:00 PM

**Filing Deadline** 1/3/2017 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## INTRODUCTION

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

The Docketing Specialist is responsible for classifying, entering and tracking all court and administrative cases in the City Attorney's case management software and indexing relevant documents as well as identifying potential conflicts of interests.

## ESSENTIAL FUNCTIONS

### Docketing

- Review documents and create electronic case management entries based on paper documents, ensuring necessary information for tracking, calendaring and monitoring is included.
- Identify possible conflicts of interest.
- Research court and agency requirements for deadlines, hearings, depositions, and appointments.
- Advise staff on data entry requirements.
- Administer docketing activities related to legal services including opinions, advice, document drafting and research requests.

### Case Management System Maintenance

- Create and maintain docket types and categories.

## ***Docketing Specialist (City Attorney's Office)***

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- Administer security access for attorneys and staff and for system features and functions.
- Create queries and report templates.
- Monitor the system daily to detect data corruption and errors.

### **Record Retention**

- Coordinate closing of files (paper and electronic) including pleadings, motions, briefs, memoranda and exhibits.
- Coordinate the storage of files including boxing, transporting, storage and retrieval.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

- Five years of professional experience working in a legal office setting as a Legal Office Assistant or Paralegal or equivalent position performing similar functions listed above.

*Equivalent combinations of education and experience may be considered.*

***IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.***

***Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.***

- Experience using ProLaw Case Management System and/or eDocs Document Management System or an equivalent database management system.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of computers, including Microsoft Windows, Outlook, Microsoft Word and legal database programs.
- Knowledge of legal documents, briefs, pleadings, correspondence, and procedures.
- Knowledge of administration and clerical procedures.
- Knowledge of the structure and use of the English language including word meaning, spelling, composition and grammar.
- Oral communication skills; ability to effectively communicate with citizens, co-workers and management.

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- Written communication skills; including the ability to prepare documents and reports.
- Ability to read and understand work related documents.
- Ability to manage a high level of detail with accuracy.
- Ability to coordinate and organize work assignments and complete multiple projects simultaneously.
- Ability to provide excellent customer service to individuals from all economic, educational, and cultural backgrounds.
- Ability to work with diverse groups of people, including coworkers, supervisors, public officials, people in other departments and the public.
- Ability to use logic to determine the strengths and weaknesses of various approaches to problems.
- Ability to maintain confidentiality.
- Ability to be adaptable to changing situations.

### **CURRENT SALARY**

The current starting salary (6NN) is \$45,013 for City of Milwaukee residents. The non-resident starting salary is \$43,908 annually.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **January 3, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.