

Job Description



Job Title: Docket Clerk

Reporting To: Director of Tax Controversy

Job Function: Administrative

Job Location: Cleveland, Ohio

Summary:

The Docket Clerk is responsible for managing and maintaining accurate records of legal documents, court filings, and other important information related to our organization's tax and legal matters. In addition, this individual will provide administrative support to our organization's Tax team. The Docket Clerk's exceptional organizational skills, attention to detail, and ability to work under pressure will contribute to the efficient operation of multiple teams. This individual will be a member of GBX Group's Tax team and will also work closely with members of our Legal and Administrative teams. This role is a non-exempt position, eligible for overtime.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. We are growing and expanding which gives us even more velocity and drive. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Docket Clerk.

Essential Duties and Responsibilities:

Docket Support Responsibilities:

- Document Management: Receive, organize, scan, and maintain legal documents, including audit documents, court filings, case files, correspondence, and other related materials.
- Docket Maintenance: Enter and update case information in the docketing system to ensure accuracy and timeliness of deadlines, hearings, and court appearances.
- Calendar Management: Monitor and update calendars to ensure all important dates, such as court appearances, hearings, and deadlines, are accurately recorded and reminders are set.
- Communication: Collaborate with attorneys, paralegals, and other staff members to obtain necessary information for docket maintenance and assist in resolving any discrepancies or inconsistencies.
- Data Integrity and Record Keeping: Maintain the accuracy and integrity of case-related data by regularly reviewing and cross-checking information, identifying, and resolving any discrepancies or errors, proper filing, indexing, and storage of physical and electronic documents.
- Process Improvement: Suggest and implement improvements to enhance docketing procedures, streamline workflows, and optimize efficiency.
- Contact Management: Maintain and update contact information for external attorneys, IRS contacts, and other contacts as necessary in internal systems.

Administrative Support Responsibilities:

- Administrative support to Tax team, which includes calendar management, scheduling meetings, and coordinating conference calls.
- Create, file, and/or maintain: Transaction documents, correspondence, and expense reports using the company's expense system.
- Draft letters and documents; collect and analyze information.
- Be a member of the administrative team and support the Receptionist with phone management and welcoming guests, as needed.
- Assist with opening and closing the office on occasion.
- Typical office hours.

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Experience:

- Bachelor's degree in legal studies or related field preferred or equivalent experience.
- 2+ years of docket clerk or paralegal experience.
- Experience handling confidential information preferred.
- Tax or legal industry experience preferred.

Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role:

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Able to manage a variety of tasks; well-organized and able to prioritize.
- Strong interpersonal skills; works well with individuals at all levels of an organization.
- Proactive and extremely detail oriented.
- Be professional, assertive, and adaptable to changing conditions.
- Strong research, analytical and problem-solving skills preferred.
- Excellent written and verbal communication skills.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, Teams, Outlook).
- Comfortable with online research.
- Ability to learn new software.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.