



DENNIS J. HERRERA
City Attorney

LABOR LITIGATION PARALEGAL

The San Francisco City Attorney's Office is looking for an experienced paralegal to join its Labor Team. The Labor Team defends the City and County of San Francisco ("City") in all phases of employment litigation in federal and state court, and in administrative proceedings. The Team also provides legal support for collective bargaining, which can include labor-related litigation, and handles grievance arbitrations under collective bargaining agreements.

Paralegals work under the direction of attorneys and provide a variety of paraprofessional legal duties in a fast-paced, high-volume litigation practice. This position requires excellent verbal and written communication skills, the ability to analyze problems and use independent critical thinking to resolve them, attention to detail and high quality work product; the ability to perform detailed analytical work efficiently and with accuracy; initiative, and strong collaboration skills. The candidate is expected to manage multiple tasks and deadlines simultaneously, accept written and oral direction, accurately prioritize projects, and interact respectfully and effectively with Team attorneys and secretaries, office personnel, court personnel, client representatives, vendors, representatives of other governmental departments/entities, and the general public. The responsibilities listed below are representative of the range of duties assigned and are not intended as an exhaustive list.

RESPONSIBILITIES

- Assist with project management of the Team's paralegal work. This responsibility includes, but is not limited to, coordinating with attorneys and staff and redistributing work as needed to make sure all work is completed with high quality and in a timely manner; anticipating deadlines and demands on paralegal resources; and communicating with the Paralegal Manager and Team Leader as to work status or if additional resources are needed.
 - Mentor and train legal assistants and paralegal interns. This responsibility includes providing training and guidance to these employees on Office and Labor Team procedures, as well as litigation support software, and assisting them on case management and communication strategies with attorneys, staff, clients and others.
 - Assist with implementing document litigation holds across various City departments.
 - Coordinate with the Litigation Support Team on case setup and database establishment and maintenance.
 - Responsible for creating and organizing case-specific databases and maintaining case custodian lists on assigned cases.
 - Coordinate with attorneys, investigators, paralegals, legal assistants, secretaries, and others and effectively communicate with respect to assignments, workloads, status, and performance.
 - Estimate and communicate realistic deadlines and expectations to attorneys.
 - Assist in preparing motions by gathering exhibits, preparing and managing declarations, and fact and legal cite checking briefs and supporting documents using both Blue Book and California styles.
 - Assist on appeals, including assembling the record and conducting fact and legal cite checking.
 - Assist in drafting and reviewing subpoenas, all forms of discovery documents, legal memoranda and correspondence.
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- Assist with discovery, including electronic discovery, and the organization, case management, collection, review strategy, and production of documents obtained from litigants and City departments; prepare privilege logs.
- Organize, review and prepare documents, exhibits, transcripts and other materials for use during investigations, discovery, hearings, trials and arbitrations using Concordance, Eclipse, CaseMap, Text Map and Trial Director and other software.
- Conduct database searches using software such as IPRO Eclipse, Concordance, CaseMap and Text Map, and review documents within these programs for relevance, responsiveness and privilege.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Paralegal certificate from an ABA-approved program, or other significant work experience such that statutory requirements are satisfied (Bus. & Prof. Code § 6450 compliant).
- Minimum 5 years of labor and employment litigation experience as a paralegal.
- Working knowledge of legal procedures, legal terminology and court rules.
- Adept in Microsoft Office Suite.
- Experience with TextMap, Concordance, Eclipse, CaseMap and Trial Director, or other similar software.

To apply for this position, please send your resume and cover letter to Colleen Dietterle, Manager of Legal Support and Administrative Services, at: colleen.dietterle@sfcityattorney.org