



DENNIS J. HERRERA
City Attorney

GOVERNMENT TEAM LEGAL ASSISTANT

The San Francisco City Attorney's Office is looking for a legal assistant to join its Government Team. The Government Team handles advice and legislative work for the Mayor and Board of Supervisors, as well as other elected officials and numerous boards, commissions and departments. This team also handles the defense of the City's laws when faced with legal challenges.

Legal Assistants work under the direction of attorneys and/or paralegals, and provide a wide range of paraprofessional legal support in a fast paced, high volume 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, appropriately prioritize projects, and interact respectfully and effectively with the Office's attorneys, paralegals, legal assistants 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

- Review all ordinances, ballot measures and charter amendments for formatting, accuracy and adherence to all drafting protocols.
- Assist with reviewing City contracts for accuracy and making sure they conform to the approved template.
- Serve as the liaison with the publisher of San Francisco Municipal Codes.
- Monitor San Francisco election results to ensure voter-adopted ordinances, policy declarations and Charter Amendments are added to the Codes.
- Reserve and monitor code sections and chapter numbers to avoid inadvertent development and enactment of conflicting provisions.
- Review and respond to Public Records Requests received by the City Attorney's Office. This includes coordinating with attorneys and support staff across multiple legal teams, responding in a timely manner, and tracking all responses.
- Assist with implementing litigation holds across various City departments.
- Assist in preparing motions by gathering exhibits, ensuring documents are accurate, properly formatted, and filed in a timely manner.
- Assist with discovery, particularly electronic discovery, and the organization, case management, collection, and review strategy for documents obtained from litigants and City departments.
- Conduct database searches in IPRO Eclipse, Concordance, CaseMap and Text Map, and review documents within these programs for relevance, responsiveness, and privilege.
- Organize, review and prepare documents, exhibits, transcripts, and other materials for use during investigations, depositions, hearings, or trials, including preparing and running Trial Director.

MINIMUM QUALIFICATIONS

- Paralegal certificate from an ABA-approved program, or other significant work experience such that statutory requirements are satisfied (Bus. & Prof. Code § 6450 compliant).
- Bachelor's degree from an accredited college or university.

DESIRED QUALIFICATIONS

- Minimum 1-2 year of experience as a paralegal or legal assistant or 5+ years as a legal secretary performing high level duties as described under the Responsibilities section above.
- Working knowledge of legal procedures, legal terminology and court rules.
- Experience responding to Public Records Requests for a government agency.
- Adept in Microsoft Office Suite.
- Experience with Adobe Professional, TextMap, Concordance, IPRO Eclipse, CaseMap 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