



DENNIS J. HERRERA  
City Attorney

### **WORKERS' COMPENSATION TEAM PARALEGAL**

The San Francisco City Attorney's Office is looking for an experienced Paralegal to join its Workers Compensation Team. The Workers Compensation Team represents all city departments in workers' compensation matters. This team engages in extensive discovery, negotiation, litigation, trial and appellate work. This team also provides advice to the Department of Human Resources, the San Francisco Municipal Transportation Agency and other departments on developing workers' compensation issues and recent legislative changes in the law. Paralegals work under the direction of attorneys and provide a wide range of paraprofessional legal support in a fast paced, high volume, litigation practice. This position requires excellent verbal and writing skills, and an ability to work both independently and collaboratively across multiple legal teams. The candidate must have the ability to analyze legal problems, perform detailed analytical work with accuracy and initiative and exercise excellent judgment. The candidate will be a self-starter who is able to manage multiple tasks and deadlines, accept written and oral instructions, and communicate effectively and tactfully with attorneys, office personnel, City departments and agencies, court personnel, vendors and the general public.

#### **RESPONSIBILITIES**

- Responsible for negotiation, resolution or litigation of liens following resolution of the case in chief.
- Appear before the Workers Compensation Appeals Board for hearings and trials.
- 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 in drafting and reviewing subpoenas, all forms of discovery documents, legal memoranda and correspondence.
- Assist with discovery, particularly electronic discovery, and the organization, case management, collection, and review strategy of 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 trial, including preparing and running Trial Director.
- Assist with team-wide project management. This includes, but is not limited to, coordinating with attorneys and staff to ensure all deadlines are met in a timely manner; managing work flow and work loads of paraprofessionals on litigation matters; distributing and redistributing projects and tasks, as needed, so that all team deadlines are met; 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 includes training on legal procedures as well as litigation support software.
- Assist with other projects and duties as assigned.

#### **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).
- Minimum 5 years of litigation or transactional experience as a paralegal or legal assistant.

**DESIRED QUALIFICATIONS**

- Working knowledge of legal procedures, legal terminology and court rules.
- Adept in Microsoft Office Suite.
- Experience with TextMap, Concordance, Eclipse, CaseMap and Trial Director, Adobe Professional or other similar software.

**To apply for this position, please send your resume and cover letter to Colleen  
Dietterle, Manager of Legal Support & Administrative Services, at:  
[colleen.dietterle@sfcityatty.org](mailto:colleen.dietterle@sfcityatty.org)**