



DENNIS J. HERRERA
City Attorney

TRANSPORTATION TEAM LEGAL ASSISTANT

The San Francisco City Attorney's Office has an opportunity for a legal assistant to join the Transportation Team. The Transportation Team serves as general counsel to the San Francisco Municipal Transportation Agency, or SFMTA, which plans, designs, builds, operates, regulates and maintains one of the most diverse transportation networks in the world, including bike lanes, taxis, and the bus and rail transit service known as Muni. The Transportation Team also deals with emerging transportation, like shared scooters and autonomous vehicles, and advises other city officials and departments on transportation-related issues. This position requires excellent verbal and writing skills, and an ability to work both independently and collaboratively across multiple legal teams. The candidate is expected to have the ability to analyze legal problems, and perform detailed analytical work with accuracy and initiative. 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 co-workers, office personnel, court personnel, 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 an exhaustive list.

RESPONSIBILITIES

- Review and proof contracts, legislation, responsive pleadings, various discovery documents, subpoenas, legal memoranda and correspondence for accuracy.
- Assist with review and disclosure of documents responsive to public records requests and third-party subpoenas.
- Assist with discovery, particularly electronic discovery including the review and production of documents obtained from litigants and City departments maintained in IPRO Eclipse; prepare privilege logs.
- Conduct searches and manage documents in IPRO Eclipse, Concordance, CaseMap and Text Map, and review documents within these programs for relevance, responsiveness and privilege.
- Assist in preparing various motions and ensuring that filings are accurate, properly formatted, and filed in a timely manner, including filing electronically.
- Organize and prepare documents, exhibits, and other materials for discovery, hearings, and trials, assist in maintaining team files, including an electronic database of key written advice.
- Work on multiple projects simultaneously and prioritize work assignments from multiple attorneys.
- Draft and issue subpoenas.
- Maintain calendars for multiple attorneys
- Assist with review and disclosure of documents responsive to public records requests and third-party subpoenas.
- Implement document litigation holds across various City departments.
- Assist with other projects and duties as assigned.

MINIMUM QUALIFICATIONS

- Paralegal certificate from an ABA-approved program, or other significant work experience that satisfies the statutory requirements of Business & Professions Code Section 6450.
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DESIRED QUALIFICATIONS

- Minimum 1 – 2 years of litigation experience as a legal assistant or paralegal or 5+ years as a legal secretary providing proof of performing high level duties as described under Responsibilities section above.
- Working knowledge of legal procedures, legal terminology, and court rules.
- Adept in Microsoft Office Suite.
- Experience with Adobe Professional, 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@sfcityatty.org