



DENNIS J. HERRERA
City Attorney

PUBLIC INTEGRITY AND INVESTIGATIONS – LEGAL ASSISTANT

The San Francisco City Attorney's Office is looking for a Legal Assistant to join its Public Integrity and Investigations Team. The Public Integrity and Investigations Team consists of an attorney team leader and investigators who support the work of all teams in the office. This includes collecting and reviewing documents; locating, interviewing, and/or serving witnesses with legal process; preparing reports of interviews; conducting background and asset investigations; and preparing reports of investigative findings related to allegations of employee misconduct. The legal assistant works under the direction of attorneys and/or paralegals, and performs a variety of paraprofessional legal duties.

This position requires excellent communication skills and an ability to work independently as well as collaboratively across multiple teams. The role requires the ability to analyze legal problems and perform detailed analytical work with accuracy and initiative. The ideal candidate is able to manage multiple tasks and deadlines, accept written and oral instructions, and deal tactfully and professionally with attorneys, office personnel, court personnel, vendors, representatives of other governmental departments/entities, and the general public.

RESPONSIBILITIES

- Assist in formatting and processing documents in Word, Excel, PowerPoint, and other common work applications.
 - Log case assignments to investigators and track workloads and deadlines.
 - Assist with invoices and tracking contract renewal deadlines.
 - Assist with discovery by collecting, managing, and reviewing documents obtained from litigants, City departments, and experts.
 - Prepare subpoena orders and work with litigation vendor to obtain records from non-City entities.
 - Work with databases such as Concordance, iPro Eclipse, CaseMap, and Text Map to organize, search, and review documents for relevance, responsiveness, and privilege.
 - Organize and prepare documents, exhibits, and other materials in support of written reports and for use in interviews and legal/administrative proceedings.
 - Review medical and client records as well as interview transcripts and prepare summaries.
 - Proofread and cite-check investigative reports and legal documents.
 - Assist with compiling witness and exhibit binders for use in interviews and reports.
 - Assist with the presentation of evidence using PowerPoint and Trial Director.
 - Assist with scheduling investigative interviews (both in person and remote); tracking investigator leave and reimbursement requests; and opening, maintaining, and closing physical and electronic case files.
 - Manage evidence and supply rooms.
 - Communicate with other counties and agencies to obtain records and recreate criminal histories.
 - Initiate and assist in responding to Public Records Act requests.
 - Communicate with counsel for represented parties to obtain document productions by secure FTP site and to log and track all document requests and productions.
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- Enter final documents into Citylaw and to work with IT and Litigation Support to manage access to electronic files.
- Work with Department of Technology to request and process email productions.
- 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).

DESIRED QUALIFICATIONS

- Minimum 1-2 years of experience as a paralegal or legal assistant 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, and Concordance, iPro Eclipse, CaseMap, and Trial Director a plus.
- Familiarity with Webex and Teams including the ability to share documents and manage access.

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