



DENNIS J. HERRERA
City Attorney

PARALEGAL

The San Francisco City Attorney's Office is looking a paralegal to join its Children and Family Services Team, to support juvenile dependency work and serve as back up for conservatorship work.

The Child and Family Team represents and advises the Family and Children Services Division of the Human Services Agency (HSA) in juvenile court dependency proceedings. This team works with protective services workers in court to protect the interests of San Francisco children who are abused or neglected by their parents, caretakers or guardians. In addition, the team represents the Public Conservator in mental health conservatorship proceedings.

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:

- Providing legally required notice to parents in dependency cases where HSA is seeking to terminate parental rights in order to free a child for adoption or in case where they are seeking to establish a legal guardianship.
 - Appear in court to handle the .26 ("Notice") calendar.
 - Ability to assess case to determine whether to bring the in the City Attorney Investigations division to help locate a parent for service.
 - Ability to assess case to determine whether to bring in an outside process server to effect service of a parent who may be incarcerated or may live far way.
 - Prepare motions for findings of Due Diligence for court, documenting efforts to locate a missing parent.
 - Ability to communicate effectively with clients, attorneys – both city attorneys and opposing counsel – and the court about cases pending before the court.
 - Make court appearances on certain cases.
 - Responsible for creating, organizing and maintaining case-specific databases.
 - Coordinate with attorneys, investigators, paralegals, legal assistants, secretaries, and others and effectively communicate with respect to assignments, workloads, status, and performance.
 - 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 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, search and prepare documents, exhibits, transcripts and other materials for use during investigations, discovery, hearings, and trials.
- Will also serve as back up for juvenile dependency. Some duties may include redacting documents received from clients; performing personal service on parents, executing due diligence declarations, processing appeals checks for social workers in adoption cases, and ensuring Indian Child Welfare Act compliance.

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

- Bachelor's degree from an accredited college or university.
- Working knowledge of legal procedures, legal terminology and court rules.
- Adept in Microsoft Office Suite, with a focus on Excel.
- Experience with Adobe Professional, Panoramic, TextMap, Concordance, 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