



DENNIS J. HERRERA  
City Attorney

### **CONSTRUCTION AND PUBLIC CONTRACTING TEAM PARALEGAL**

The San Francisco City Attorney's Office is looking for a paralegal with at least five years of experience, and preferably litigation experience, to join its Construction and Public Contracting Team.

#### **About the Office**

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of San Francisco and its residents. With just over 300 talented, dedicated, and diverse attorneys and support staff, the Office provides the highest quality legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive and creative legal solutions and representation so they can deliver critical public services for the betterment of the San Francisco community.

The Office recognizes that diversity in the backgrounds, ideas and experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain and promote capable individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, physical ability, and age. We have a clear vision: to be the place where a diverse mix of talented people want to come, to stay, and do their best work for the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a welcoming, diverse, equitable and inclusive workplace please [click here](#).

#### **About the Construction and Public Contracting Team**

The Construction and Public Contracting team represents various City departments in procuring goods and services for public works construction projects and technology contracts. The Team advises City departments and other City Attorney teams on solicitations, bid protests and contract awards, and negotiates and drafts contracts. The Team also handles construction contract disputes and related litigation. The Construction and Public Contracting Team has nine attorneys, one paralegal, one legal assistant and two legal secretaries. This position will be filling the current paralegal vacancy on the team.

#### **Paralegal Position and Responsibilities**

Paralegals work under the direction of attorneys and provide a variety of paraprofessional legal duties in a fast-paced, high-volume litigation practice. The responsibilities listed below are representative of the range of duties assigned and are not intended as an exhaustive list.

- Assist with drafting and implementing litigation holds across various City departments.
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- Assist in drafting and reviewing contracts, legislation, responsive pleadings, various discovery documents, subpoenas, legal memoranda and correspondence.
- Assist with discovery, particularly electronic discovery and the organization, case management, collection, review and production of documents obtained from litigants and City departments and maintained in electronic databases.
- Conduct database searches in IPRO Eclipse, Concordance, CaseMap and Text Map, and review documents within these programs for relevance, responsiveness and privilege.
- Organize and prepare documents, exhibits, and other materials for use in discovery, hearings or trials, including preparing and running Trial Director.
- Assist in preparing various motions and ensuring that filings are accurate, properly formatted and filed in a timely manner.
- Correspond and communicate with vendors, attorneys and representatives of City departments regarding case status and discovery.
- Manage multiple projects and prioritize work for several different attorneys.
- Mentor and train legal assistants and paralegal interns in the Office. This includes training on legal procedures, as well as litigation support software.

#### **Minimum Qualifications**

- Paralegal certificate from an ABA-approved program, or other significant work experience that satisfies statutory requirements (i.e., Cal. Bus. & Prof. Code § 6450 compliant).
- Minimum 5 years of experience as a paralegal or legal assistant.

#### **Desired Qualifications**

- Excellent verbal and writing skills, and an ability to work independently, as well as collaboratively across multiple legal teams.
- Ability to analyze legal problems, and perform detailed analytical work with accuracy and initiative.
- Ability to manage multiple tasks and deadlines, accept and implement written and oral instructions, and communicate effectively and tactfully with attorneys, office personnel, court personnel, vendors and representatives of other governmental departments/entities and the general public.
- Working knowledge of legal procedures, legal terminology and court rules.
- Adept in Microsoft Office Suite, with a focus on Excel.
- Experience with Adobe Professional, Cisco WebEx, Microsoft Team, TextMap, Concordance, Eclipse, CaseMap, Trial Director, or other similar software.
- Bachelor's degree from an accredited college or university.

#### **Salary**

The position has a five-step salary scale ranging from \$107,718 - \$130,884. The successful candidate will be placed at a salary step based on years of experience and additional relevant degrees, certifications, credentials or skills.

**Benefits**

The City offers robust health, retirement and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>

**Other Information**

Paralegals are represented by the International Federation of Professional & Technical Engineers, Local 21, which has a Memorandum of Understanding with the City that can be found at [MOU](#).

**COVID-19 Vaccination Required as a Condition of Employment**

The City and the Office are committed to the health and safety of our employees. Under the City's Vaccination Policy, all City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how this condition applies to your employment, please [click here](#).

**Application**

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](mailto:colleen.dietterle@sfcityatty.org). This posting shall remain open until September 21, 2021.