



DAVID CHIU
City Attorney

LEGAL SECRETARY - LITIGATION TEAM

The San Francisco City Attorney's Office is looking for a qualified and motivated legal secretary to join its Litigation 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 the City and County of San Francisco and its residents. With just over 300 talented, dedicated, and diverse attorneys and support staff, the Office provides exceptional 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 and our affirmative advocacy enhances the lives and wellbeing of the San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, ideas and lived 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, age and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of talented people want to come and stay, and where employees feel welcomed, engaged and valued for their work and contributions to the Office and 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 Litigation Team

The Litigation Team is a collaborative and dynamic group of 20 attorneys, six paralegals and legal assistants, and six legal secretaries. The Team defends litigation filed against the City and County of San Francisco in State and Federal court, and handles cases such as personal injury, civil rights and property damage. This position will add a secretary position to the Team.

Legal Secretary Position and Responsibilities

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

- Typing, editing and proofreading a wide variety of legal documents in proper format which may include pleadings and briefs (including preparation of Table of Authorities)
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and Table of Contents), motions, notices, correspondence, subpoenas, contracts, jury instructions, complaints, notices, exhibit lists and verdict forms, resolutions and ordinances utilizing multiple word processing systems, spreadsheet software, and case management systems/software in order to prepare a variety of legal documents.

- Legal filing (including E-Filing) documents with state and federal trial courts and courts of appeal, and administrative bodies.
- Opening, maintaining, monitoring, organizing, closing legal case files, creating and updating file index, and maintaining correspondence and record files; maintaining attorney appointment and court calendars, keeping abreast of important court dates, local court rules and procedures regarding filing legal documents with courts as mandated, including e-filing, and serving legal documents as required by court rules.
- Scheduling depositions, court reporters, and witnesses; and assuring legal complaints are responded to in a timely manner.
- Providing information when possible by personally assisting callers, and exercising considerable judgment and discretion in dealing with confidential matters.
- Prioritizing duties and deadlines to accommodate work schedules of a large number of attorneys.
- May contact court staff, administrative law organizations and other city departments using discretion and tact.
- Performs other related duties and responsibilities as required, including working closely with paralegals, legal assistants, investigators, information technology staff and accounting staff to complete tasks assigned by attorneys and supervisors.
- Maintaining up-to-date knowledge of court rules and practices according to jurisdiction.
- Utilizing a wide variety of word processing, case management and calendaring software
- Performing related duties as required.

Minimum Qualifications

- Two (2) years of verifiable experience as a legal secretary preparing legal documents including petitions, motions, briefs, complaints and other legal forms.

Desired Qualifications

- Excellent verbal and writing skills, and an ability to work independently, as well as collaboratively across multiple legal teams.
- 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 civil 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.
- Bachelor's degree from an accredited college or university.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.

Salary and Benefits

The position has a five-step salary scale ranging from \$80,990 - \$98,436. The successful applicant is appointed to a salary step based on years of experience and additional relevant degrees, certifications, credentials or skills. The City offers robust health, retirement and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>. Legal

Secretaries are represented by the Service Employees International Union, Local 1021, 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 upload your application and resume here:
<https://smtr.io/79kT>.