



DENNIS J. HERRERA  
City Attorney

### **COMPLEX & AFFIRMATIVE LITIGATION PARALEGAL**

The San Francisco City Attorney's Office is looking for a paralegal with a deep knowledge in all aspects of eDiscovery to join its Complex and Affirmative Litigation Team. The Complex and Affirmative Litigation Team handles affirmative and defensive matters in both state and federal court, at all stages of litigation, from the initial pleadings to appeals. The matters often involve novel legal issues, large amounts of documents, and significant collaboration with attorneys both on the Team as well as across the office. Paralegals are integral to this work and to the success of the Team. They 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 writing skills, the ability to analyze legal problems, knowledge and agility with eDiscovery tools, methods, and strategies, and the capacity to perform detailed analytical work with accuracy and initiative. The candidate is expected to manage multiple tasks and deadlines simultaneously, accept written and oral direction, accurately prioritize projects and deal tactfully and professionally with attorneys, office personnel, court personnel, vendors and representatives of other governmental departments/entities, and the general public.

#### **RESPONSIBILITIES**

- Assist with team wide project management. This includes, but is not limited to, coordinating with attorneys and staff to make sure all deadlines are met in a timely manner; distributing and redistributing projects and tasks, as needed, so that all team deadlines are met; and communicating with the Paralegal Manager and Team Leader as to work status or if additional resources are needed.
  - Provide technical leadership to the team and drive innovative solutions.
  - Consult with case team and the Litigation Support Team on design and application of proportional and defensible eDiscovery strategies including data minimization and the application of technology to optimize review.
  - Identify opportunities for improved use of technology and workflows to maximize efficiency and promote defensible, repeatable processes across matters.
  - Assist with implementing litigation holds across various City departments.
  - Assist in preparing motions by gathering exhibits and cite checking using both Blue Book and California styles.
  - Assist in drafting and reviewing subpoenas, all forms of discovery documents, legal memoranda, and correspondence.
  - Assist with discovery, including eDiscovery, and the organization, case management, collection, review strategy, and production of documents obtained from litigants and City departments.
  - Organize, review and prepare documents, exhibits, transcripts and other materials for use during investigations, discovery, hearings, and trial using Concordance, Eclipse, CaseMap, TextMap, and Trial Director.
  - Conduct database searches in IPRO Eclipse, Relativity, Concordance, Case Map, and Text Map, and review documents within these programs for relevance, responsiveness, and privilege.
  - Mentor and train legal assistants and paralegal interns. 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 such that statutory requirements are satisfied (Bus. & Prof. Code § 6450 compliant).
- Bachelor's degree from an accredited college or university.
- Minimum 5 years of litigation experience as a paralegal or legal assistant.

**DESIRED QUALIFICATIONS**

- Working knowledge of legal procedures, legal terminology and court rules.
- Strong knowledge of eDiscovery rules and processes, including but not limited to the predictive coding process.
- Adept in Microsoft Office Suite.
- Experience with TextMap, Concordance, Eclipse, Relativity, CaseMap, Trial Director, Adobe Professional 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](mailto:colleen.dietterle@sfcityatty.org) by February 24, 2020.