



Join our team! Exceptional benefits and competitive salary!

Are you an organized and detailed orientated individual that would like to make a meaningful impact in the legal field? If so we, have the perfect opportunity for you!

Position: Legal Assistant, Health Team (Fulltime)

Location: San Francisco City Attorney's Office, San Francisco, CA

**Why should you join us? At the City Attorney's Office,
we value our employees who go above and beyond!**

We offer

- Competitive salary - \$99,840 - \$130,650
- Generous pension plan – The City/County of San Francisco maintains a pension plan
- Health & Wellness benefits – Prioritize your physical & mental health
- Paid time off – work life balance matters!
- Professional development – grow your career with educational resources
- Modern workplace – work in a supportive professional environment equipped with the tools you need to succeed!

Job duties include

- Review and proofread contracts, legislation, responsive pleadings, various discovery documents, subpoenas, legal memoranda, and correspondence for accuracy
- Assist with review and disclosure of documents responsive to public records requests and third-party subpoenas
- Assist with implementing document litigation holds across various City departments
- Draft and issue subpoenas
- Assist with discovery, particularly electronic discovery, including the review and production of documents obtained from litigants and City departments maintained in IPRO Eclipse; prepare privilege logs
- Conduct searches and manage documents in document databases such as IPRO Eclipse, Concordance, CaseMap and Text Map, and review documents within these programs for relevance, responsiveness, and privilege
- Assist in preparing various motions and ensuring that filings are accurate, properly formatted, and filed in a timely manner, including filing electronically
- Organize and prepare documents, exhibits, and other materials for discovery, hearings, and trials, assist in maintaining team files, including an electronic database of key written advice
- Work on multiple projects simultaneously and prioritize work assignments from multiple attorneys
- Maintain calendars for multiple attorneys

How to Qualify:

Compliance with California Business & Professions Code Section 6450 by possessing at least one of the following:

- A certificate of completion of a paralegal program approved by the American Bar Association.
- A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.
- A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.
- A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

Experience

- The ideal candidate will possess one to two years litigation experience as a legal assistant or paralegal or 5+ years as a legal secretary providing proof of performing high level duties as described above.

How to Apply: Send your resume to *Legal Assistant - Health & Human Services Team - City Attorney's Office (8173) | City and County of San Francisco* -- (Copy and paste this link into your browser.)

Deadline: 5pm on Tuesday, December 4, 2025

Ready to take the next step? We're excited to welcome the next member of our team!