



Paralegal, Employment (Temp)

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| SALARY: | \$35.74 - \$41.66 Hourly \$74,625.12 - \$86,986.08 Annually |
| LOCATION: | Columbia Center, 701 5th Avenue, Suite 2050 Seattle, Washington |
| JOB TYPE: | Temporary - Non-Benefit Eligible |
| SHIFT: | Day |
| DEPARTMENT: | Law Department |
| BARGAINING UNIT: | Not represented |
| CLOSING DATE | 10/11/22 04:00 PM Pacific Time |

POSITION DESCRIPTION:

With more than 200 attorneys and professional staff, the Seattle City Attorney's Office is one of the largest law offices in Seattle and is the third largest public law office in the state. Our office is committed to making Seattle a safe, healthy, empowered and thriving community for everyone. We strive to address historical injustices within the court system with self-examination and to pursue justice in Seattle with integrity, creativity, and fairness. We believe working transparently, innovatively, and in collaboration with our partners in the community is necessary to achieve outcomes that promote equity, accountability, and healing.

The Employment Section of the Seattle City Attorney's Office is seeking a Paralegal (Temporary) to support Assistant City Attorneys representing the City of Seattle in employment-related matters in a variety of forums, including state and federal courts, the Public Employment Relations Commission (PERC), the Civil Service Commission, and union arbitrations. The paralegal in this position will assist in all aspects of representation, including assisting with factual investigation, coordinating record collections, managing discovery and actively participating in trials, arbitrations, and other legal proceedings.

The work of the Employment Section is dynamic and often fast-paced. The attorneys and staff take a collaborative, team-oriented approach to both litigation and advice work, seeking to build effective teams and strong, lasting relationships with City departments and their leadership. Paralegals in the Employment Section are critical to this professional philosophy and are valued members of our enthusiastic and experienced team.

This is a Temporary position is expected to last until June 2023 and is not eligible to receive benefits.

JOB RESPONSIBILITIES:

Responsibilities of this position include, but are not limited to:

- Assisting attorneys in preparing for, strategizing, and representing the City at trials, hearings, and arbitrations.

- Working closely with attorneys and legal assistants to ensure our office is producing quality work product in a timely manner.
- Performing legal, factual, and records research.
- Drafting and assisting with preparation of documents, including communications, records requests, pleadings, and discovery.
- Preparing and organizing documents for responding to discovery requests and for use as exhibits for depositions and motions.
- Coordinating collection of physical and electronic records from records custodians across all City departments.
- Managing all aspects of records collection, including initiating litigation holds, ensuring relevant records are retained, and documenting the chain of custody of records.
- Providing eDiscovery support, including:
 - Staging documents on a network and mapping them in Nuix, focusing on eventual production.
 - Preserving and using metadata.
 - Maintaining chain-of-custody information and tracking data.
 - Problem spotting through analysis of the ingestion and production phases of discovery.
- Assisting attorneys in other ways, as assigned, and as required to provide the City with the best legal representation possible.

QUALIFICATIONS:

Minimum Qualifications:

Bachelor's degree and two years of experience performing paralegal duties, **OR** a certification from a nationally accredited paralegal training institution and three years related experience, **OR** a combination of education and/or training and/or experience which provides an equivalent background required to perform the work.

Desired Qualifications:

You will be most successful in this role if you possess the following experience, skills, and abilities:

- Litigation experience, particularly with electronic and traditional discovery.
- Familiarity with eDiscovery applications and processes, including best practices for data collection, processing, analytics, strategic review, and production. — Experience with Nuix Discover (formerly Ringtail) a plus.
- Working knowledge of court rules.
- Ability to work collaboratively with individuals at all levels of the City.
- Excellent research, writing, communication, and interpersonal skills.
- Ability to work on multiple projects simultaneously.
- Capable of providing timely work product with great attention to detail.
- Represent the City Attorney's Office in a professional and ethical manner at all times and demonstrate professionalism in all interactions with both employees and outside contacts.
- Excellent judgment, ability to work independently, self-motivation, and initiative.
- Ability to take direction from multiple attorneys with differing priorities and excellent ability to follow up on all tasks.
- Ability to anticipate and address attorney needs in both routine and unusual situations.

ADDITIONAL INFORMATION:

Race and Social Justice Initiative – The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior,

our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

Compensation – This position is part of a stepped salary program with an initial Step 1 placement (\$35.74/hour). Advanced initial step placement may be considered under limited circumstances, but step salaries are not subject to negotiation.

Workplace Environment – Effective September 12, 2022, the Seattle City Attorney’s Office has implemented an Alternative Work Arrangements Policy. Employees will have the option to work a hybrid schedule (2 days in office, 3 days remote). This is subject to change as circumstances dictate.

COVID 19 Vaccination Mandate - City of Seattle employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination prior to your employment start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

Application Process – For your application to be accepted, please:

- Complete the online City Application
- Submit a resume detailing your relevant experience
- Attach a cover letter describing your interest in the position and how you meet the above qualifications

Who may apply – This position is open to all candidates that meet the minimum qualifications.

The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Seattle City Attorney’s Office encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Questions? Contact our Human Resources team at LAW_HR@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2022-01570

<http://www.seattle.gov/jobs>
PARALEGAL, EMPLOYMENT (TEMP)
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

Language Premium - Individuals selected to fill this position may be eligible to receive Language Premium Pay (SMC 4.20.360), which provides a \$200.00 monthly stipend to qualified bilingual employees who are properly evaluated and assigned to provide direct communication in-language, interpretation, or translation services to the public on behalf of the City of Seattle.

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Accommodations for people with disabilities are provided on request.

Paralegal, Employment (Temp) Supplemental Questionnaire

* 1. Are you fully vaccinated against COVID-19?

Yes No

* Required Question