

City of Seattle

## eDiscovery Sr. Paralegal | Constitutional & Complex Litigation

<b>SALARY</b>	\$37.10 - \$43.34 Hourly	<b>LOCATION</b>	Suite 2050 Seattle, WA
<b>JOB TYPE</b>	Civil Service Exempt, Regular, Full-time	<b>JOB NUMBER</b>	2023-00933
<b>DEPARTMENT</b>	Law Department	<b>OPENING DATE</b>	05/09/2023
<b>CLOSING DATE</b>	Continuous		

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### 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 eDiscovery Sr. Paralegal will perform hosting activities necessary to prepare data for attorney review, including user and case administration, loading documents, performing searches, and index management. The Sr. Paralegal will log, track, collect and preserve large data sets, including electronically stored information ("ESI") and paper data collection. The ideal candidate has demonstrated knowledge of the legal system, the legal hold process and is technically savvy.

This role will report to the eDiscovery Manager and will support City attorneys, Public Records Officers, Section paralegals, IT staff, outside counsel, and third-party vendors to ensure that eDiscovery processes run smoothly.

Please note that this job description does not cover or contain all activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time. This is a full-time position located in the City of Seattle.

### Job Responsibilities

- Assist legal teams directly and as an internal consultant/lead with data identification, collection, process, review, analysis, and production of ESI and paper documents for administrative matters, investigations, litigation, and public records requests.
- Respond to and address incoming requests in a timely fashion.
- Solve basic technical issues, provide support, and escalate to vendor(s) as needed.
- Administer matter management and legal hold processes, including legal hold notice distribution using in-house technology and Microsoft Purview.

- Assist in identifying, preserving, collecting, processing, analyzing, reviewing, producing, and presenting ESI and paper documents while maintaining chain of custody to verify data integrity.
- Create reporting and analytics to identify when legal hold reminders should be issued and identify when legal holds for closed matters should be released.
- Liaise with the City Records Management to ensure compliance with retention schedule and work with LawIT to help implement relevant workflows.
- Create and maintain Civil Division eDiscovery policies and procedures on the City's intranet.
- Ensure compliance with policies and procedures across the Civil Division.
- Follows best practices for deliverables by performing quality control checks to ensure work product accuracy.
- Act as a departmental subject matter expert on the use and function of the NUIX eDiscovery Review tool.
- Other duties as assigned.

## Qualifications

The ideal candidate should possess some or all of the following:

- Bachelor's degree and/or a certification from a nationally accredited paralegal training institution or three years of related experience performing paralegal duties in a litigation support environment utilizing advanced eDiscovery systems/tools. Alternatively, a combination of education and/or training and/or experience which provides an equivalent background.
- Proficiency with data hosting services (case administration, loading data into database applications, performing queries, preparing exports), such as M365 tools and applications.
- Strong communication skills (written, verbal, presentation, and facilitation) with the ability to communicate technical concepts to non-technical staff in a clear manner.
- Strong organizational skills and ability to effectively manage multiple projects in a fast-paced environment with tight deadlines.
- Familiarity with the Electronic Discovery Reference Model (EDRM)
- Proficiency in Microsoft Office applications and operating systems preferred.
- Experience with software applications common to the eDiscovery process, including processing and hosting tools, such as Nuix.
- Strong analytical and problem-solving skills and demonstrated ability to work independently and in a team environment.
- Maintains high-quality standards and attention to detail in work product.

## 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** – The full salary range for this position is **\$37.10 - \$43.34 per hour**. This position is part of a stepped salary system with an initial Step 1 placement. Advanced initial step placement may be considered under limited circumstances. Current or past City employees may be placed higher in the stepped salary system pursuant to the City Personnel Rules and/or the relevant collective bargaining agreement. The step salaries are not subject to negotiation.

**Benefits** – The City of Seattle offers a comprehensive benefits package including vacation, 12 official holidays, 2 floating holidays, and sick leave, and as well as medical, dental, vision, life, and long-term disability insurance for employees. This

position is also eligible for executive and merit leave. The City also has several paid and unpaid leave programs that may be available for eligible employees, such as paid parental leave and paid family care leave. Employees also have the opportunity to enroll in a defined benefit retirement program and/or a voluntary deferred compensation plan. Information and details of benefits offered by the City can be found at <https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>.

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

**Application Process** – For your application to be accepted you must:

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

**Application Submission Guidelines** – All applicants are required to apply on or before the closing date indicated on the job posting. Applicant inquiries received via email and websites such as Indeed, etc. will not be considered unless the individual has applied to the available position via the Government Jobs site.

The required documents listed in the above "Application Process" section must be attached to the application prior to the job closing date indicated to ensure full consideration for the application submitted. Please contact the Office of Human Resources on or before the closing date indicated above at [LAW\\_HR@Seattle.gov](mailto:LAW_HR@Seattle.gov) should you need assistance with the online application process.

**Background Check Requirements (Excluding Civil positions)** – All positions are security sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the verification of credentials and/or other information required by the municipal corporation’s procedures, including the completion of the criminal history check.

**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](mailto:LAW_HR@seattle.gov).

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#### **Agency**

City of Seattle

#### **Address**

Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, Washington, 98104

#### **Website**

<http://www.seattle.gov/jobs>