

City of San Pablo

February 2024



CITY OF SAN PABLO
City of New Directions



CITY OF SAN PABLO
City of New Directions

Employee Of the Month



Sarah Maroof

As the City's sole paralegal, Sarah is an essential member of San Pablo's legal team, playing a critical role in the overall work and functioning of the City Attorney's Office.

Sarah handles all manner of legal issues, including the preparation of City contracts, reviewing insurance documentation submitted by contractors performing work for the City, pursuing restitution claims against individuals causing damage to City property, and drafting court documents for a variety of issues, such as the confiscation of guns and other weapons from those suffering metal health issues, when appropriate. Recently, Sarah was instrumental to insuring a smooth transition in the City Attorney's Office.

As important as her technical knowledge, Sarah's duties require her to interact and coordinate with employees across all City departments, outside legal counsel, and representative of the City's risk pooling agencies. In this role, her dedication and professionalism are on display every day. She is committed to serving City staff and others through her incredible responsiveness, always taking to the time to understand each person's unique needs and concerns.

Sarah's integrity, attention to detail, and exceptional communication skills are front and center in all that she does. Her commitment to the City of San Pablo is commendable.