

## **WORK FROM HOME Litigation Attorney Needed for Fast-Growing Tenant Rights Law Firm**

Are you an experienced, California-licensed litigation attorney looking for a meaningful work for deserving and grateful clients?

Are you a social justice warrior who enjoys fighting for the underdog?

Are you comfortable with technology and interacting with a team via the latest teleconferencing and videoconferencing technology?

Are you looking to join a team of smart, hardworking, and high-energy attorneys and legal professionals in one of the fastest growing law firms in the United States that was also recently certified as a Great Place to Work®?

If you've answered yes to these questions, you may just be the person we're looking for.

We are a fast-growing San Francisco-based tenant rights law firm dedicated to changing lives—one tenant at a time. We pursue justice for California renters who have been harassed, discriminated against, or illegally evicted; and help tenants forced out of rent-controlled apartments get a fresh start. We are seeking a rock star Litigation Attorney who can hit the ground running.

The primary responsibilities of the Litigation Attorney are to oversee the prosecution of a portfolio of litigation matters; ensure progression of litigation matters through the pipeline; and act as a sounding board and mentor to other attorneys. This position will be responsible for critically important work, including:

- Acting as the responsible attorney for a portfolio of litigation matters, attending court hearings, defending clients at depositions, taking opposing parties' depositions, attending mediations, and (occasionally) first- or second-chairing trials;
- Overseeing and monitoring the job performance of a dedicated Paralegal and Case Manager;
- Reviewing the work product of the dedicated Paralegal;
- Ensuring, with the assistance of an electronic calendaring system, that all litigation deadlines are met;
- Handling all high-level litigation tasks, e.g., taking and defending depositions, attending mediations, preparing matters for trial, and, with the assistance of the firm's trial attorney, second-chairing the occasional trial;
- Ensuring, with the assistance of an electronic calendaring system, that all statutes of limitations are met;
- Assisting in the creation and/or revision of the firm's policies, systems, and procedures to ensure efficient operations; and
- Attending weekly meetings with Managing Attorney and team, and monthly team and individual coaching meetings.

If the following statements describe you, then you may be our Litigation Attorney:

- Your litigation style is aggressive, but practical. When interacting with opposing counsel, you believe in the Golden Rule.
- You have thick skin—an ability to roll with the punches and not take criticism from clients, adjusters, or opposing counsel personally.

- You believe in the firm’s commitment to work-life balance but are nonetheless prepared to arrive early, stay late, and work on weekends when necessary to get the job done.
- You have an empathetic and understanding manner with clients.
- You have great attention to detail. You proofread documents and emails; can spot and fix grammar errors, spelling errors, typos, formatting errors, etc.; you do not let important details slip through the cracks or derail a project.
- You expect personal performance and team performance to be nothing short of the best.
- You are trustworthy, do not cut corners ethically, earn trust and maintain confidences when appropriate, and, most importantly, do what is right, not just what is expedient.
- You are innovative, growth-minded, can generate new and creative approaches to problems, and can maximize value and use of technology and other resources.
- You can act without being told what to do and bring new ideas to the Managing Attorney.
- You work at a fast pace with the ability to move between tasks quickly, are not overwhelmed with volume or by deadlines, and spend time on tasks that add value.
- You develop and nurture productive and professional relationships with clients and staff and are both approachable yet stern when the circumstances require.
- You are self-directed, able to assess a situation and determine what needs to be done and then do it.
- Your middle name is “No Drama.”
- You are an awesome juggler of tasks and can change gears quickly.
- You do not think of any task as “beneath you.”

While we do not have a minimum years-in-practice requirement, we need a Litigation Attorney with experience taking and defending depositions, (preferably) attending mediations, and negotiating settlements. The Litigation Attorney must be an active member of the State Bar of California with a discipline-free record. He or she must be able to manage a portfolio of litigation matters, lead a team, take initiative on work that needs to be done, prosecute claims aggressively and efficiently, and complete tasks with minimal handholding. The ideal candidate will have a positive attitude and sense of humor, and be willing to follow policies, systems, and procedures.

This is a fulltime job, and you absolutely must be able to work for at least forty hours per week. Work will be done 100% virtually. Salary depends on experience. Total compensation includes bonuses tied to the achievement of objective quarterly milestones (in full compliance with California law and the California Rules of Professional Conduct); full health, dental, and vision benefits after ninety days of fulltime employment; paid holidays (ten days per year) and sick leave in accordance with state law; payment of California State Bar annual fees and any needed CLE courses to ensure compliance; and a retirement plan with a mandatory employer contribution beginning in January 2023.

### **About the Firm**

Founded in January 2016, Tenant Law Group is dedicated exclusively to the representation of renters and helps California tenants recover money for their losses. Law Firm 500 recognized Tenant Law as the [twenty-second fastest growing law firm in the United States](#) in 2019 with an aggregate growth rate of 193%; the [twelfth fastest growing law firm in the United States](#) in 2020 with an aggregate growth rate of 449%; and the [fortieth fastest growing law firm in the United States](#) in 2021 with an aggregate growth rate of 187%. Our clients are California renters who are experiencing any type of dispute with their landlord. We have offices in San Francisco (headquarters), Oakland, and Los Angeles—with plans to expand to at least two more locations in 2022. Our team size is currently thirty-seven, including twelve full-time employees, two part-time employees, and twenty-three contractors. We are committed to the work we do for our clients, but we don’t take ourselves too seriously and really value professional development and team building. Here is our mission statement:

We are a tenant rights law firm dedicated to changing lives—one tenant at a time. We pursue justice for California renters who have been harassed, discriminated against, or illegally evicted. We are committed to social justice and to the ideal that all members of our community, regardless of financial resources, are entitled to legal representation. While our clients include renters from all backgrounds, we are especially dedicated to the most vulnerable renters—namely, the indigent, the elderly, immigrants, blue-collar workers, and individuals with disabilities. We believe in doing well by doing good, understand the high demand for tenant rights attorneys in California generally and in the Bay Area in particular, and therefore aim to grow our firm as rapidly as possible to serve the approximately eighteen million renters in California. We treat our clients with dignity and respect, and value the personal and professional development of everyone in our organization. Our core values include zealous advocacy, constant client communication, professionalism and civility among lawyers, respect for work-life balance, and technological innovation. This firm is an equal opportunity employer.

Se habla español.

### **How to Apply**

Prepare a cover letter with no more than TWO paragraphs and a closing sentence. In the first paragraph, explain what you believe are the three most important qualities needed in an effective advocate and why you believe they are the most important qualities. In the second paragraph, explain why you applied to this particular ad. As a closing sentence please write, “I have read the instructions contained in the job posting and have followed the instructions.”

Do not send your resume through this website. Email your resume and cover letter in PDF format to [appliesftenantlaw@gmail.com](mailto:appliesftenantlaw@gmail.com). The subject line of the email should your last name (all caps), followed by the position you are applying for in lower case, followed by one word that you would use to describe yourself in all caps (e.g., SMITH litigation attorney AWESOME).

We look forward to reviewing your application.

**APPLICATIONS THAT DO NOT FOLLOW THESE INSTRUCTIONS WILL NOT BE CONSIDERED.**