

WORK FROM HOME Paralegal Needed for Fast-Growing Tenant Rights Law Firm

Are you a social-justice-oriented professional who enjoys serving deserving and grateful clients?

Do you have a legal and/or writing background and enjoy persuasive writing?

Do you enjoy working from home and not wasting time on a commute?

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

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?

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 paralegal to join the ranks of our legal team. The paralegal's primary goals are to support the firm's legal team by performing legal research, drafting legal documents, and preparing for hearings; overseeing all aspects of pre-litigation matters other than negotiating a settlement; and, generally, relieving the attorney(s) he or she works for of all tasks involved in the practice of law other than signing court documents, appearing for hearings, and giving legal advice. Specific job duties include the following:

- Review client materials and, using proprietary templates, prepare demand letters on behalf of firm clients in tenant rights matters.
- Collect from clients any information necessary to drafting complete, client-ready demand letters.
- Deliver to the attorney(s) client-ready demand letters, free of grammar and spelling errors.
- Draft indexes, chronologies, case summaries, letters, case management statements, responses to orders to show cause, notices of settlement, requests for dismissal, mediation briefs, and other litigation documents.
- Perform legal research and summarize results.
- Maintain and organize files.
- Update matter information and record time in Clio Manage, the firm's law practice management software.
- Enter billable and non-billable time in Clio Manage.

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

- You believe in the firm's commitment to work-life balance but are nonetheless prepared to start a bit earlier or finish a bit later when necessary to get the job done.
- You have exceptional attention to detail. You proofread your emails; can spot and fix grammar errors, spelling errors, typos, etc.; and you do not let important details slip through the cracks.
- You expect personal 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 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 work quickly and efficiently.

Prior experience in a law firm is preferred but not required. (Experience as a legal secretary or legal assistant is especially pertinent, and candidates with this background will be given preference, but experience as a file clerk, receptionist, or project assistant may suffice.) The ideal candidate will have a positive attitude and sense of humor, be self-directed, and be able to follow written 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 may be done 100% virtually from any location in the world. Salary depends on experience. Benefits include no commute; monthly reimbursement for expenses directly related to use of your home office; full health, dental, and vision benefits after ninety days of fulltime employment; paid vacations (ten days per year), paid holidays (ten days per year), and paid sick leave in accordance with state law; and a retirement plan with a mandatory employer contribution after one year of employment.

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%; and as the [twelfth fastest growing law firm in the United States](#) in 2020 with an aggregate growth rate of 449%. Our clients are California renters who are experiencing any type of dispute with their landlord. Our team currently consists of twenty-seven individuals, including nine full-time employees, one part-time employee, and seventeen 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 Paralegal based on this job description 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.”

Email your resume and cover letter in PDF format to applysftenantlaw@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 paralegal AWESOME).

We look forward to reviewing your application.

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