

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

Are you an experienced, California-licensed 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, working from home with a team in a virtual environment?

Are you looking to join a team of smart, scrappy, hardworking, and high-energy attorneys and legal professionals in a fast-growing, startup-type environment?

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 Closer Attorney who can hit the ground running.

The primary responsibilities of the Closer Attorney are to oversee the prosecution of a portfolio of matters; ensure progression of 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 tenant rights claims, ensuring that statutes of limitation are accurately calendared, that matters are being prosecuted, that clients are satisfied, and that the Claims Team is operating smoothly.
- Providing legal advice to clients with questions that cannot be answered by the Case Manager.
- Managing and being ultimately responsible for the prosecution of each case and for the ultimate success of all matters in portfolio.
- Overseeing and monitoring the job performance of two dedicated Legal Assistants and a dedicated Case Manager.
- Reviewing the work product of the two dedicated Legal Assistants.
- 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.
- Attending weekly meetings with Managing Attorney and team, and monthly individual coaching meetings.

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

- You enjoy and are very comfortable negotiating.
- Your approach with opposing adjusters/attorneys is aggressive but practical. When interacting with opposing counsel, you believe in the Golden Rule.
- 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 Closer 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.”

We do not have a minimum years-in-practice requirement, but we believe an attorney who has been licensed five or fewer years but who has sales and/or negotiation experience would be an ideal candidate. The Closer 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 matters, lead a team, take initiative on work that needs to be done, 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 may 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 vacations (ten days per year), paid holidays (ten days per year), and paid sick leave in accordance with state law; payment of California State Bar annual fees; and a retirement plan with a 2% employer contribution beginning in January 2021.

About the Firm

Founded in January 2016, Tenant Law Group was recognized in 2019 as the twenty-second fastest growing law firm in the United States by [Law Firm 500](#). Our clients are California renters (primarily those living in the San Francisco Bay Area) who are experiencing any type of dispute with their landlord. Founded in January 2016, our firm grew 100.5% between 2016 and 2017, 72.3% in 2018 over 2017, and 87.35% in 2019 over 2018. Our team currently consists of twenty-six individuals, including nine full-time employees, two part-time employees, and fifteen 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 appliesfenantlaw@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 Closer Attorney AWESOME).

We look forward to reviewing your application.

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