

STAFF ATTORNEY - EVICTION DEFENSE PROJECT

CLASSIFICATION: Attorney I (Union)	SALARY: \$65,709.28 - \$95,237.33 (DOE/DOQ)
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Open until filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles' most vulnerable residents. In that tradition, Bet Tzedek is seeking a dedicated attorney to join our Eviction Defense Project (EDP). The project fights to eliminate homelessness by providing litigation-based direct services to residential tenants in Los Angeles County facing eviction or other rental housing disputes. EDP is part of the Right to Counsel Coalition and Stay Housed L.A. initiative.

This position is eligible for Bet Tzedek Legal Services' hybrid/remote workplace designation. While the primary workplace is Bet Tzedek's offices, at the discretion of the immediate supervisor, the employee may be permitted to work remotely or may be required to work in other locations depending on workload/business obligations.

ESSENTIAL DUTIES:

- Under the supervision of a manager, litigate eviction cases, which includes: interviewing clients; drafting court forms, pleadings, motions, briefs, and correspondence; engaging in discovery practice; negotiating with outside parties; representing clients in Los Angeles County Courthouses and conducting jury trials.
- Typically carry a caseload of approximately 15 to 25 active cases.
- Under the supervision of a manager, provide counsel and advice and limited scope representation to clients on a wide variety of legal issues that may include eviction defense, housing discrimination, and other issues impacting community members' ability to obtain and maintain housing;
- Perform case management duties, including but not limited to maintaining case files pursuant to agency practices and procedures;
- Co-counsel with pro bono volunteers to represent clients in eviction cases and other housing matters;
- Collaborate with Development Staff to meet all relevant grant reporting requirements, including helping compile and interpret data and draft narratives;
- Assist with trainings, know-your-rights presentations, and/or outreach events on issues related to housing to staff, partners, and community members as needed (virtually and in-person); and
- Other assignments as deemed appropriate.

QUALIFICATIONS:

- Active member of California State Bar in good standing (required);
- Minimum one (1) year experience practicing law (strongly preferred);
- Bilingual in English and Spanish (preferred);
- Ability to work in a fast paced, high-volume environment (required);
- Exceptionally organized, self-motivated, and goal-oriented (required);
- Experience with case and document management systems and software (preferred);
- Willingness and ability to conduct jury trials, with appropriate supervision and training (required);
- Willingness to train and work with volunteer attorneys and students (required);

- Work well as part of a team but also be able to work independently with minimal to moderate supervision (required);
- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required).
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required) .

BENEFITS PACKAGE:

Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.
- Commuter transit and/or parking benefits.

HOW TO APPLY

- Email letter of interest, resume, and writing sample to bettzedek.B6.D36@applynow.io (Subject: “Attorney - EDP”)

Note: *All positions are subject to funding; ongoing funding or employment cannot be assured.*

To best serve our communities, Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.

Funding for the Attorney - Eviction Defense Project requires candidate to show proof of full COVID-19 vaccination and/or proof of exemption status as per funder’s guidelines.