



# JOB DESCRIPTION

**JOB TITLE:** Deputy Director of Litigation  
**DEPT/PROGRAM:** Litigation  
**REPORTS TO:** Director of Litigation and Policy

## JOB PURPOSE

The Right to Counsel Deputy Director of Litigation plays a key role in the implementation of Tenant Right to Counsel in San Francisco. Working under the direction of the Director of Litigation and Policy, the Deputy Director will supervise a team of attorneys, interns, paralegals, and volunteers, as well as litigate cases of impact and import to the Right to Counsel system. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who are often in crisis, and can work effectively in a collegial and fast paced environment.

The Deputy Director of Litigation is responsible for implementing litigation policies of the Director of Litigation and Policy, as well as overseeing and providing day-to-day management of EDC's Litigation staff, ensuring efficient and effective work flow. The Deputy Director may also work in collaboration with other EDC staff as part of his/her/their legal representation.

## DUTIES & RESPONSIBILITIES

### Supervision Duties (55%)

- Supervise program staff (consisting of attorneys and law clerks) in all aspects of their provision of legal representation to tenants facing eviction to ensure compliance with program deliverables and EDC's mission.
- Develop and implement evaluation process to assess needs and challenges of litigation staff and regularly meet with them to manage their development.
- In collaboration with the Director of Litigation and the Executive Director, recruit and hire program staff.
- Train, guide, supervise and support litigation staff as needed in the litigation process (e.g. ex parte applications, noticed motion drafting and hearings, trial prep including jury instructions, trial briefs, best case management practices and other litigation processes).
- Be prepared to "step in" as lead counsel or second chair when cases progress to trial.
- Manage preparation of Agenda for weekly Litigation team meeting and running of Litigation team meetings.
- Be prepared to attend Directors meetings and other events in the absence of the Director of Litigation.
- Provide support to the Director of Litigation and Executive Director on litigation program-related issues.

### **Legal Services Duties (15%)**

- Manage independent caseload providing full scope representation to tenants in eviction matters including:
  - Preparing responsive pleadings, discovery, and motions;
  - Advocating for tenants and negotiating on their behalf with landlords and landlords' attorneys in unlawful detainer (eviction) actions;
  - Representing tenants at court hearings, settlement conferences, and trial.

### **Administrative Duties (30%)**

- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Enter all data on time and correctly to support program evaluation and outcomes tracking.
- Represent EDC at community meetings/events as required.
- Keep Director of Litigation and Policy informed on case issues, staffing issues, policy issues arising from UD litigation, oversight of affirmative cases.
- Provide support to the Director of Litigation and Executive Director on litigation program-related issues.
- Oversee the department's projects and check in with project leads to make sure project is on task, i.e. discovery project, supportive housing/nuisance case project, affirmative cases, trial binder project.
- Oversee and train senior attorneys in their roles as mentors to legal fellows.
- Continue to directly supervise litigation team attorneys.
- Go to trial with staff attorneys.
- Check in with Lead Paralegal weekly to make sure paralegal team is adequately supported.
- Perform other duties as assigned in furtherance of EDC's mission.

## **QUALIFICATIONS**

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- Strong Project Management skills.
- Strong Strategic thinking skills.
- Excellent customer service skills (professional demeanor, sound judgment, communication, de-escalation, client-management, etc.) and proven ability to handle confidential information with discretion.
- Possess ability to make quick decisions and exercise good judgment.
- Possess ability to work on several projects simultaneously and handle a high volume of activity in a fast-paced environment.
- Ability to work efficiently and effectively under pressure.
- Ability to work collaboratively, but with the capacity to work independently.
- Facility in Cantonese, Mandarin, Spanish, Tagalog, Russian or other second language a plus.

## **REQUIRED SKILLS**

- In good standing with the California Bar.
- At least six years litigation experience (preferably in the unlawful detainer context).
- At least 1 year of supervisory experience (preferably in the unlawful detainer context).

- Proficient to intermediate skills with Microsoft Office and Google Suite and other common computer programs.
- Database management a plus (Salesforce).
- Have excellent written and oral communication skills.
- Experience with legal aid nonprofit management.
- Experience with teaching, mentoring, or supervision.
- Excellent leadership qualities to include: Self Awareness, Empathy, Emotional Intelligence, Problem Solving, Growth Mindset, Patience, Collaborative, Open Mindedness.

## CLASSIFICATION

This is an exempt, full-time position.

## UNION

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position **is not** a union position and **is not** subject to the terms of the collective bargaining agreement.

## WORKING CONDITIONS

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required.

At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. **This role will be onsite and not a remote position. This role will be onsite the majority of the week, depending on the needs of the Litigation Department.** EDC's In Office COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal and state OSHA requirements for workplace safety.

Equipment for remote work, such as a laptop, will be provided per the needs of the program or department this position reports to.

\*Proof of vaccination required\*

The employee is expected to be in the office (or available while working remotely) during normal business hours and to communicate with their supervisor regarding whereabouts when elsewhere for meetings or other obligations. Additionally, the employee is expected to be reachable by email, phone and video conference as needed during normal business hours, Monday – Friday 9:00am – 5:00pm.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/data entry.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

## EDC IS AN EQUAL OPPORTUNITY EMPLOYER

Eviction Defense Collaborative (EDC), is proud to be an Equal Opportunity employer. EDC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, language, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, genetics, status as a protected veteran, status as an individual with a disability, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## DIRECT REPORTS

The Deputy Director of Litigation will supervise the following positions:

- Supervising Attorneys
- Senior Attorneys
- Paralegal Supervisor
- Law Fellows
- Litigation Attorneys

## COMPENSATION

The base salary for this position is **\$105,000 (\$50.48 per hour)**. An additional \$1,000 will be added for each relevant year of experience, up to **10 years** of experience. The starting salary for this position is capped at **\$115,000 (\$55.29 per hour)**.

EDC offers a Multilingual stipend of \$125 per month (\$1,500 per year) above the base rate, for specific roles that regularly use oral or written communication with clients or related parties, in Spanish, Cantonese, or Mandarin, in the performance of their regular job duties. To qualify for this stipend, the employee must be fluent in one of the specified languages and pass an oral and/or written test approved by the Labor-Management Committee.

**This role is eligible for the multilingual stipend of \$125 per month period to qualified individuals.**

<b>DATE APPROVED:</b>	
<b>DATE LAST REVIEWED:</b>	