



JOB DESCRIPTION

JOB TITLE: Litigation Staff Attorney
DEPT/PROGRAM: Litigation
REPORTS TO: Director of Litigation and Policy

JOB PURPOSE

The Litigation Staff Attorney (Attorney) will provide full scope representation to tenants in eviction matters. 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.

DUTIES & RESPONSIBILITIES

Legal Services Duties (90%)

- Provide 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 trials.
- Work collaboratively with colleagues across the organization and within the respective department. • Provide support for volunteer attorneys and attorneys at other legal services organizations representing tenants.
- Work with attorneys and other EDC staff to train and supervise volunteers and interns. • Conduct training and other outreach as needed to other non-profit and community-based agencies.

Administrative Duties (10%)

- 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.
- Perform other duties as assigned in furtherance of EDC's mission.
- Provide support for volunteer attorneys and attorneys at other legal services organizations representing tenants.

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.

- In good standing with the California Bar (we will consider those waiting for pending bar results).
- Must be comfortable working in community settings.
- Willingness to work collaboratively, but with the capacity to work independently.
- Landlord Tenant Law a plus
- Proficient to intermediate skills with Microsoft Office and Google Suite and other common computer programs. Database management a plus (Salesforce).
- 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 and be able to work efficiently and effectively under pressure.
- Have excellent written and oral communication skills. Facilitation in Cantonese, Mandarin, Spanish, Tagalog, Russian or other second language a plus.
- Ability to work collaboratively, but with the capacity to work independently.

REQUIRED SKILLS

- Be well-organized, highly motivated, and creative.
- Excellent written and oral communication skills and computer literate.
- Able to work on several projects simultaneously, prioritize needs and handle a high volume of activity.
- Punctual.
- Able to manage online calendars and set appointments.
- Fluency, and ability to help clients, in a language other than English highly *preferred*.
- Extremely strong project and time management skills, including a high level of organization, attention to detail, and follow-through, while balancing and prioritizing multiple activities and responsibilities.
- Excellent administrative and organizational skills.

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). EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position is a union position and is 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 the majority of the week, depending on the needs of the Litigation Department or Program.

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 Litigation Staff Attorney will not supervise any employee.

COMPENSATION

The base salary for this position is **\$80,000 (\$38.46 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 **\$90,000 (\$43.27 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.

DATE APPROVED:	11/30/23
DATE LAST REVIEWED:	12/21/23