

OPEN POSITIONS

Attorney Positions

Employment Law Associate - Silicon Valley, Tri-Valley, or Peninsula

Job Description

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, has an immediate opening for a **mid-level (3-6 years) associate** for our Employment Law group with experience in employment law and a demonstrated interest in providing advice and counsel to clients. Previous experience **advising clients** with respect to hiring, terminations, harassment, discrimination, retaliation, trade secrets, managing employees, leaves of absence, and wage and hour law; **drafting** employee handbooks, nondisclosure agreements, arbitration agreements, and separation agreements; and **litigating** with respect to wrongful termination, class and representative actions, discrimination, harassment, retaliation, wage and hour, and breach of contract are preferred.

This position may be based either in our **Tri-Valley** (Pleasanton), **Peninsula** (San Mateo), or **Silicon Valley** (downtown San Jose) office. Occasional travel to the other offices may be necessary as this position supports attorneys in all office locations. After an initial orientation and training period, requests for a hybrid schedule will be considered.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a workforce that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status.

We offer our associates a full array of benefits, including medical, dental, vision, and disability insurance, EAP (employee assistance program), Technology Credit Union membership, 401(k), the Gradifi student loan repayment benefit, paid parental leave, teleworking opportunities, a no-accrual vacation policy, and associate bonus plan.

Our environment is collegial, collaborative, and supportive. We provide both formal and informal training opportunities and encourage professional growth, both as a lawyer and a businessperson. Our associate hours commitment is 1,700 annually (billable), plus professional development and business development hours.

Job Requirements

The successful candidate:

- Has a minimum of 3 years of employment law experience (litigation and/or advice and counsel work)
- Has practiced in a private firm with experience taking responsibility for client matters (with supervision). (Experience need not be exclusively at a private firm.)
- Prior experience independently identifying issues and anticipating/recommending necessary next steps
- Possesses strong academic credentials
- Has excellent written and oral communication skills
- Has strong legal and factual/investigative research skills
- Has an exquisite attention to detail and accurate work product
- Has a commitment to excellence and a strong work ethic
- Has a desire to learn and grow professionally; possesses intellectual curiosity

Must be a current member of the State Bar of California.

The annual base salary range for this position is \$140,000 to \$185,000. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but not limited to, the candidate's years of experience, qualifications, and skill set.

If you think you belong on our team, **please forward your resume and a writing sample to Heather Larrick, Executive Director (heather.larrick@hogequenton.com)**. Please include a cover email/letter and your salary expectations.

Real Estate Litigation Associate - Silicon Valley, Tri-Valley, or Peninsula

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, has an immediate opening for a **mid-level (2-7 years) associate** with **real estate litigation experience**. This position will focus on real estate disputes and litigation, but will also support the firm's other litigation practices.

This position may be based either in **Tri-Valley** (Pleasanton), **Peninsula** (San Mateo), or **Silicon Valley** (downtown San Jose) office. Occasional travel to the other offices will be necessary as this position supports litigation attorneys in all our office locations.

Job Requirements

The successful candidate:

- possesses strong working knowledge of the California code of civil procedure, evidence code, and relevant areas of the civil code and business & professions code
- has experience with: pleading drafting; discovery drafting and responses; motion practice; client representation at hearings; taking and defending depositions; and participation in mediations and settlement negotiations
- has specific experience with real estate disputes and litigation; experience with business litigation is also a plus
- has private law practice experience, with some experience taking responsibility for client matters (with supervision) and disciplined time entry
- has experience independently identifying issues and anticipating/recommending necessary next steps in litigation or discovery
- possesses strong academic credentials
- has excellent written and oral communication skills
- has strong legal and factual/investigative research skills
- has an exquisite attention to detail and accuracy in one's work
- has a commitment to excellence and a strong work ethic
- desires to learn and grow professionally; intellectual curiosity
- desires to invest in building a future with a mid-sized law firm

Must be a current member of the State Bar of California.

The annual base salary range for this position is \$130,000 to \$195,000. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but

not limited to, the candidate's years of experience, qualifications, and skill set.

We offer our associates a full array of benefits, including medical, dental, vision, and disability insurance, EAP (employee assistance program), Technology Credit Union membership, 401(k), the Gradifi student loan repayment benefit, paid parental leave, teleworking opportunities, and a no-accrual vacation policy.

After an initial orientation and training period, requests for a hybrid schedule will be considered.

Our environment is collegial, collaborative, and supportive. We provide both formal and informal training opportunities and encourage professional growth, both as a lawyer and a businessperson.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a work force that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status.

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Senior Corporate Law Associate/Of Counsel/Small Corporate Law Group – Silicon Valley, Tri-Valley, or Peninsula

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, is actively recruiting for a senior-level Associate, an Of Counsel with a medium-sized book of business, or a small Corporate Law group to join our Corporate Law group. We seek attorneys with substantive experience in corporate law and a demonstrated interest in providing advice and counsel to clients with a broad spectrum of corporate law issues. Successful candidates will have experience with a broad range of corporate transactions, M&A, securities, investments, and joint ventures, and will collaborate with others in the corporate group to achieve the best possible results for our clients.

These positions may be based either in our **Tri-Valley** (Pleasanton), **Peninsula** (San Mateo), or **Silicon Valley** (downtown San Jose) office. Once the health restrictions are lifted, travel to other offices will be necessary as these positions work with attorneys in all office locations.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a workforce that welcomes and supports the interests of women, families, and people of any age, race, creed,

religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status.

Compensation and benefits packages vary according to attorney classification. Compensation packages for Of Counsel attorneys are negotiated depending on their expected production. Associates are compensated according to class year and pursuant to our associate bonus plan. We provide both formal and informal training opportunities and encourage professional growth, both as a lawyer and a businessperson. Of Counsel and Associate attorneys are offered a wide array of benefits, including medical, dental, vision, and disability insurance, and 401(k) plan participation.

At all levels, our environment is collegial, collaborative, and supportive.

Job Requirements

Successful candidates will have:

- A high level of intelligence
- Practiced in a private firm with experience taking responsibility for client matters
- Prior experience independently identifying issues and anticipating/recommending necessary next steps
- Strong academic credentials
- Excellent written and oral communication skills
- Exquisite attention to detail and accurate work product
- A commitment to excellence and a strong work ethic; a commitment to the practice of corporate law
- A desire to learn and grow professionally and possess intellectual curiosity

Must be a current member of the State Bar of California.

If you think you belong on our team, please forward your resume and a writing sample to **Heather Larrick**, Executive Director (heather.larrick@hogefenton.com). Please include a cover email/letter and your salary expectations.

Senior Family Law Associate/Of Counsel/Small Family Law Group - Silicon Valley or Tri-Valley

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, is actively recruiting for a mid- to senior-level Associate or an Of Counsel with a medium sized book

of business to join our Family Law group. We have room for this person to bring a **junior to mid-level (2-5 years)** associate along. We seek attorneys with substantive experience in family law and a demonstrated interest in providing advice and counsel to clients with a broad spectrum of family law issues. Successful candidates will have experience representing clients before judicial officers and in mediations, drafting discovery, drafting motions and associated legal documents, and participating in settlement negotiations, and will collaborate with others in the family law group to achieve the best possible results for our clients.

These positions may be based either in our **Tri-Valley** (Pleasanton) or **Silicon Valley** (downtown San Jose) office. Once the health restrictions are lifted, travel to the other office will be necessary as these positions work with attorneys in both office locations.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a workforce that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status.

Compensation and benefits packages vary according to attorney classification. Compensation packages for Of Counsel attorneys are negotiated depending on their expected production. Associates are compensated according to class year and pursuant to our associate bonus plan. The Associate billable hours commitment is 1,700 annually, plus professional development and business development hours. Associates are eligible for no-accrual vacation policy. We provide both formal and informal training opportunities and encourage professional growth, both as a lawyer and a businessperson. Of Counsel and Associate attorneys are offered a wide array of benefits, including medical, dental, vision, and disability insurance, and 401(k) plan participation.

At all levels, our environment is collegial, collaborative, and supportive.

Job Requirements

Successful candidates will have:

- Practiced in a private firm with experience taking responsibility for client matters
- Prior experience independently identifying issues and anticipating/recommending necessary next steps
- Strong academic credentials
- Excellent written and oral communication skills with experience as "first chair" trial counsel
- Strong legal and factual/investigative research skills
- Exquisite attention to detail and accurate work product

- A commitment to excellence and a strong work ethic; a commitment to the practice of family law
- A desire to learn and grow professionally and possess intellectual curiosity

Must be a current member of the State Bar of California.

If you think you belong on our team, please forward your resume and a writing sample to **Heather Larrick**, Executive Director (heather.larrick@hogefenton.com). Please include a cover email/letter and your salary expectations.

Employment Law Of Counsel - Silicon Valley, Tri-Valley, or Peninsula

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, is recruiting for a **senior-level attorney (8 years+)** for our Employment Law group, both to help grow our employment law litigation practice as well as assist our clients in navigating complicated employment law issues. In addition to having been a trusted advisor for clients, it is expected that this person would have extensive employment litigation experience, including harassment, discrimination, and retaliation defense; class action defense; PAGA action defense; defense and prosecution of trade secret actions; and defense of wage & hour claims, as well as experience appearing before entities such as the EEOC, DFEH, DLSE, and CUIAB. This person will have at least a partial book of portable business.

This position may be based either in our **Tri-Valley** (Pleasanton), **Peninsula** (San Mateo), or **Silicon Valley** (downtown San Jose) office. Periodic travel to the other offices may be necessary. Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a workforce that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status.

Our environment is collegial, collaborative, and supportive. The annual billable hours requirement is flexible and would be negotiated as part of the complete compensation package.

Must be a current member of the State Bar of California.

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Management Positions

We currently have no management positions open at this time.

Staff Positions

Litigation Legal Secretary - Silicon Valley

Hoge Fenton is a **multi-service** law firm headquartered in Silicon Valley providing legal services in a broad range of areas of law. We are recruiting for a full-time **Litigation Legal Secretary**. This position is located in our **Silicon Valley** (downtown San Jose) office. The primary responsibilities are to perform secretarial and administrative duties to support attorneys and paralegals across multiple practice groups, including preparing various legal documents such as briefs, motions, complaints and general correspondence.

Primary Duties:

- Creates, formats, proofreads, and edits drafts of documents including administrative correspondence and all forms of litigation documents.
- Schedules and reserves dates for hearings with California State and Federal Courts.
- Formats and prepares documents for filing, including Table of Contents and Table of Authorities, and files and serves legal documents in State, Federal, and Appellate Courts (knowledge of e-filing and e-service is required.)
- Maintains attorney calendars; schedules conferences and meetings; schedules, calculates, records and monitors court appearance dates and associated deadlines; calendars depositions and discovery deadlines.
- Invoice reviewing and processing
- Communicates with clients, courts, opposing counsel, and other parties by phone, electronically, and in writing
- Organize exhibits, documents, evidence, briefs and appendices
- Opens new matters promptly in accordance with firm policies and procedures
- Closes matters without delay in accordance with firm policies and procedures
- Maintains client and administrative files in accordance with firm policies and procedures
- Assists with other duties as assigned
- Backs up assigned team members

Education, Experience, Skills:

- High School education or equivalent required. Associates' or Bachelor's degree preferred
- Minimum of 3 years in the legal secretarial field. Legal Secretary Certificate from ABA-

accredited school preferred.

- 3+ years of litigation calendaring and court filing experience required. Familiarity with Probate and Real Estate litigation a plus.
- Applicable knowledge of motions, discovery, evidence, litigation documentation, court rules and procedures, practices, etc.
- Strong skills in Microsoft Word, Outlook, and Excel required. Familiarity with NetDocs and ProLaw a plus
- Proficient in e-filing in State, Federal, and Appellate Courts
- Strong word processing skills, especially vis-à-vis litigation document formatting
- Proofreading skills
- Keen attention to detail
- Ability to prioritize, multitask, and manage deadlines
- Ability to think critically and analytically in a pressured environment
- Ability to handle the workload for three or more attorneys and/or paralegals
- Works efficiently and effectively using the firm's systems, software, and procedures
- Excellent verbal and written communication skills to interface with attorneys, clients, vendors, court personnel and other staff members
- Practices and fosters an atmosphere of teamwork and cooperation; ability to work productively and cooperatively with other employees
- Ability to constantly learn new skills as they become necessary

Physical Requirements:

- Essentially a sedentary position
- May be required to travel to other work locations for meetings, document production and/or trial
- Normal effort of general office work typically including bending, moving and lifting up to 25 pounds; working at computer terminals and telephones

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The hourly salary range for this position is \$34.00 to \$48.00. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but not limited to,

the candidate's years of experience, qualifications, and skill set.

After an initial orientation and training period, requests for a one day a week remote work schedule will be considered.

Please send resume, cover letter and salary expectations to **Heather Larrick**, Executive Director (heather.larrick@hogefenton.com).

IT Support Specialist - Silicon Valley

Hoge Fenton is a **multi-service** law firm headquartered in Silicon Valley providing legal services in a broad range of areas of law. We are recruiting for a full-time **IT Support Specialist** to assist the IT Director in the operation and maintenance of firm technology and to assist with other special projects as directed by the Executive Director.

Job Duties and Responsibilities

- Monitors helpdesk phone line and online ticketing system; responds to IT related issues from staff and attorneys.
- Sets up equipment including laptops and projectors for meetings, special events held in any firm offices or outside venues; helps with registration/check-in or other needed services for such events.
- Provisions new employees on the network with appropriate licensing and network access rights.
- Provides ongoing support for firm IT structure, Intranet, Microsoft Office, scanning, Zoom, Zoom Phone, and faxing and other programs used by the firm.
- Understands eDiscovery workflows and organizes large volumes of documents, including review for criteria, sorting, labeling, redacting and maintaining; assists with large scan jobs, bates labeling; creates PDF files with bookmarks, links, etc.
- Helps coordinate, track, and update the firm's Asset Management records; deploys hardware on upgrade schedule for employees; upgrades software as needed/directed; builds/sets up/reconfigures hardware as needed.
- Can help to create and manage exhibits for trial, including timelines, video-recorded transcripts and other demonstratives.
- Manages and bills time spent on client-related matters.
- Helps maintain firm web services, where appropriate.
- Helps coordinate the firm's in-house educational meetings ("Brown Bags") through A/V setup when necessary; manages logistics with Reception and guest speakers.
- Helps with bundling/exporting/importing documents to/from firm's document/records

management system as required by transfers or attorney need.

- Availability for sharing "on call" duties 2 weeks (including weekend) per month for after-hours help desk calls/tickets.

Education, Experience, Skills.

- College education or equivalent
- Outstanding client service skills
- Organized and able to multi-task in a busy environment
- Deserving of high level of trust given the confidentiality requirements in our field
- Understanding of both on-prem and cloud environments and interactions between them is a plus

Physical Requirements.

- Must have a professional appearance and demeanor
- Must have own transportation (ability to drive to other Hoge offices and to events)
- Must be able to carry 25 pounds; work at computer terminals and telephones
- Must be able to physically set up and tear down tech and other equipment for events

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This position will be based in **San Jose**. Occasional travel to the Pleasanton and San Mateo offices will be necessary as this position supports employees across all of our office locations.

The hourly salary range for this position is \$26.75 to \$30.00. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but not limited to, the candidate's years of experience, qualifications, and skill set.

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