

OPEN POSITIONS

Attorney Positions

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.

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.

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.

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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.

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

Family Law Associate - Silicon Valley, Peninsula, OR Tri-Valley

Hoge Fenton, a venerable multi-service law firm headquartered in downtown San Jose, has an immediate opening for a mid-senior-level (4-7 years) Family Law associate. Candidates should have experience in family law in a private firm setting 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. Once hired, this person will collaborate with others in the family law group to achieve the best possible results for our clients.

This position may be based in our **Tri-Valley** (Pleasanton), **Peninsula** (San Mateo), or **Silicon Valley** (downtown San Jose) office. Periodic travel between our offices is necessary, as this associate will work with attorneys in all office locations.

Job Requirements

The successful candidate has:

- A minimum of 4 years of substantive family law experience
- Practiced in a private firm with experience being responsible for client matters (with supervision) and communicating with clients. (Experience need not be exclusively at a private firm.)
- Prior experience independently identifying issues and anticipating/recommending necessary next steps
- Strong academic credentials
- Excellent written and oral communication skills demonstrated in a court setting
- Strong legal and factual/investigative research skills
- An 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; possesses intellectual curiosity

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

The annual base salary range for this position is \$170,000 to \$200,000. 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), 401(k), the Gradifi student loan repayment benefit, paid parental leave, hybrid working 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.

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.

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

Management Positions

No openings at this time.

Staff Positions

Paralegal - Litigation (Silicon Valley)

The primary responsibilities of the Litigation Paralegal are to perform substantive legal tasks to assist litigation attorneys across multiple practice groups, primarily the Business Litigation practice group.

Qualifications

- Associates' or Bachelor's degree or Paralegal Certificate from accredited school. Will consider work experience in lieu of degree or certificate per Business and Professions Code section 6450(c).
- Seeking 4-6 years of experience with substantive legal work as a paralegal required.
- Minimum of 3 years of litigation calendaring and court filing experience required.
- Applicable knowledge of motions, discovery, evidence, litigation documentation, court rules and procedures, practices, etc.

[Download Full Job Description](#)

Please send resume, cover letter, and salary expectations to **Debbie Sanders**, Director of HR and Operations, Hoge Fenton: debbie.sanders@hogefenton.com.

Litigation Administrative Assistant - Federal Courts (Silicon Valley)

The Litigation Legal Administrative Assistant will provide essential administrative support to attorneys and paralegals, primarily supporting two shareholders within the Intellectual Property litigation practice group.

This role requires someone who has at least 7-years of litigation experience — significantly in Federal Court — and highly self-motivated working independently to ensure all tasks are completed promptly and professionally. The ideal candidate will be a proactive partner to legal teams ensuring compliance with court rules and case deadlines, and accuracy in document preparation, legal formatting, and terminology. This position involves maintaining organized workflows, managing case deadlines, and leveraging software tools for efficient document processing, retrieval, and management.

Qualifications

- High School education or equivalent required; Associate's or Bachelor's degree preferred.
- Minimum of 7 years as a litigation administrative assistant. Legal Secretary Certificate from an ABA-accredited school preferred.
- At least 7 years of civil litigation calendaring and court filing experience.
- Familiarity with Intellectual Property and class action litigation. Strong knowledge of motions, discovery, evidence, and litigation documentation, as well as court rules, procedures, and deadlines.
- Knowledge of e-filing in State Courts in Bay Area counties (Santa Clara, Alameda, Contra Costa, San Francisco, San Mateo), Federal, and Appellate Courts. *Significant experience with Federal courts required.*

Download Full Job Description

Please send resume, cover letter, and salary expectations to **Debbie Sanders**, Director of HR and Operations, Hoge Fenton: **debbie.sanders@hogefenton.com**.