

## OPEN POSITIONS

### Attorney Positions

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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@hogequenton.com](mailto:heather.larrick@hogequenton.com)**). Please include a cover email/letter and your salary expectations.

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## **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.

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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](mailto:heather.larrick@hogefenton.com)). Please include a cover email/letter and your salary expectations.

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## 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](mailto:heather.larrick@hogefenton.com)). Please include a cover email or letter.

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## Management Positions

We currently have no management positions open at this time.

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## Staff Positions

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### Floating Litigation Legal Secretary

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 **Floating Litigation Legal Secretary** in our **San Jose** office. The primary responsibility is to perform secretarial and administrative duties to support attorneys, paralegals and the litigation secretarial team with overflow work, including preparing, formatting, and finalizing various legal documents such as correspondence, Judicial Counsel Forms, contracts, briefs, motions, summonses, complaints, answers, discovery shells, shells for moving papers, etc. Also responsible for helping with opening and closing files; setting up CourtCall appearances, scheduling court reporters and conference rooms; editing attorney pre-bills, and uploading and downloading documents to and from Sharefile, etc. This person will also perform as back-up on our central calendar docketing system, as well as covering desks when other litigation secretaries are out of the office.

#### Primary Duties

- Creates, formats, proofreads, and edits drafts of documents including administrative correspondence and all forms of litigation documents
- Files and serves legal documents in State and Federal Courts (e-filing skills are preferred)
- May assist with scheduling conferences and meetings
- Saves substantive communications and all related documents to the firm's computerized document management system (ProLaw)
- Communicates with court personnel, clients, vendors, opposing counsel, and other parties electronically, in writing, and by phone
- Helps open new matters in accordance with firm policies and procedures as requested
- Helps close matters in accordance with firm policies and procedures as requested
- Backs up absent secretaries and legal staff

#### Education, Experience, Skills

- High School education or equivalent required. Associates' or Bachelor's degree preferred
- Minimum of 3 years in the legal secretarial field.
- 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
- 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 \$32.00 – \$42.00 depending on the candidate's years of experience, qualifications, and skill set. 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 factors shown above.

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

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