

OPEN POSITIONS

Attorney Positions

Employment Law 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 (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. Weekly travel to the other offices may be necessary as this position supports 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.

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.

If you think you belong on our team, please forward your resume and a writing sample to **Heather Larrick**, Executive Director. Please include a cover email or letter and your salary expectations.

Litigation Associate with Real Estate and Trust Experience – 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 junior to mid-level (3-5 years) associate litigation experience in real estate and trusts/estates.

This position may be based either in **San Jose, Pleasanton**, or **San Mateo**. Occasional travel to the other offices will be necessary as this position supports probate and real estate attorneys in all our office locations.

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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, and a no-accrual vacation policy.

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.

Job Requirements

The successful candidate:

- will possess strong working knowledge of California real estate and probate court litigation law and procedure
- has previous experience with contested inheritance trusts and estates litigation and probates, including discovery; motions and briefs; attendance at court hearings; taking and defending depositions; and handling mediations
- has at least 3 years of litigation experience on either plaintiff or defense side in real estate litigation, including propounding and responding to discovery; drafting motions and briefs; attending court hearings; taking and defending depositions; and handling mediations and arbitrations of real estate disputes
- has private law practice experience, with some experience taking responsibility for client matters (with supervision) and disciplined time entry
- will have 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 accuracy in one's work
- has a commitment to excellence and a strong work ethic
- has a desire 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.

If you think you belong on our team, please forward your resume and a writing sample to

Heather Larrick, Executive Director. Be sure to include a cover email or letter and your salary

expectations.

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. Please include a cover email/letter and your salary expectations.

Real Estate Transaction 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 **junior to mid-level (3-9 years)** real estate associate. Although this position is primary transactional, some real estate litigation experience is helpful.

This position may be based either in **San Jose, Pleasanton, or San Mateo**. Occasional travel to the other offices will be necessary as this position supports real estate and land use attorneys in all our 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.

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.

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.

Job Requirements

The successful candidate:

- has previous experience in commercial real estate transactions, including purchase/sale and leasing
- has private law practice experience, with some experience taking responsibility for client matters (with supervision) and disciplined time entry
- will have 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 accuracy in one's work
- has a commitment to excellence and a strong work ethic
- has a desire 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.

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

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.

If you think you belong on our team, please forward your resume to **Heather Larrick**, Executive Director. Please include a cover email or letter.

Management Positions

We currently have no management positions open at this time.

Staff Positions

Trust & Estates 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 **Trusts & Estates Legal Secretary**. This position will be located in our San Jose office. The primary responsibilities are to

perform secretarial and administrative duties to support attorneys and paralegals, including preparing various trusts & estates legal documents and general correspondence.

Primary Duties:

- Maintains attorney calendars; schedules conferences and meetings; calculates, records and monitors court appearance dates, pleadings, and deadlines
- Prepares simple documents such as preliminary change of ownership reports at the direction of the attorney
- Prepares estate planning binders with copies of signed estate planning documents; sends binders and original documents to clients in accordance with the Probate Code and firm policies
- Handles fax, electronic, and in-person filings of court pleadings and service of notices and pleadings in accordance with the Probate Code and firm policies
- Records deeds and other documents with the assessor-recorder
- Works efficiently and effectively using the firm's systems, software, and procedures; has proficiency in all systems
- Backs up assigned team members
- Maintains client files and administrative files in accordance with firm policies and procedures

Education, Experience, Skills:

- High School education or equivalent
- Strong work ethic
- Well organized
- Punctual and reliable
- Detail-oriented
- Three years' work experience where heavy keyboarding, telephones, and organizational skills were primary duties
- Proficient with Microsoft Word, Outlook, Excel, and PowerPoint
- Knowledge of legal calendaring
- Knowledge of filing in Probate Court
- Ability to prioritize and manage deadlines
- Ability to think critically and analytically in a pressured environment
- Ability to handle the workload for two or more attorneys and/or paralegals
- Excellent verbal and written communication skills
- Ability to clearly and effectively communicate with varying levels of people within the

organization

- Team player
- Ability to constantly adapt and develop skills as they become necessary

Physical Requirements:

- Essentially a sedentary position
- Delivers work assignments to other departments
- Normal effort of general office work typically including bending, moving, and lifting up to 25 pounds; work at computer terminals and telephones

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Please send resume, cover letter, and salary expectation to **Dolores Martinez**, Manager of Human Resources and Operations.

Accounts Receivable/Collections Clerk - 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 **Accounts Receivable/Collections Clerk**. This is a remote position until we have returned to the office, at which time this position will be located in our **San Jose** office. The primary responsibility is to support the firm's accounts receivable function.

Primary Duties:

- Responsible for all areas of accounts receivable including internal tracking of client payments and collection efforts, credit card payment processing, write-up of daily deposit and accurately posting it to the accounting system
- Maintains reports and spreadsheets pertaining to collection efforts; diligently updates accounting system with collection efforts; sends out monthly reminder statements
- Direct contact with clients regarding unpaid invoices and follow up with clients re short pays; resubmits disputed or rejected invoices to insurance company clients
- Interacts with attorneys and takes direction from them with respect to client collections
- Works closely with in-house collection attorneys on disputed matters, prepares

arbitration notices, and appears at small claims actions on behalf of the firm

- Performs new client intakes and screening
- Assists with other duties as assigned, including cross-training throughout the accounting department

Education, Experience, Skills:

- High school education or equivalent
- Prior experience in professional service collections
- Keen attention to detail
- Basic 10-key by touch
- Proficiency in Microsoft Excel

Physical Requirements:

- Essentially a sedentary position
- Delivers documents throughout the office
- Typical effort of general office work, including bending, moving, and lifting up to 15 pounds; work at computer terminals and telephones

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Please send resume, cover letter, and salary expectation to **Dolores Martinez**, Manager of Human Resources and Operations.