



Staff Attorney I

POSITION IS OPEN UNTIL FILLED

Please go to <http://www.hacla.org/careers> for details of this position and to apply.

Definition: Unlawful Detainer Attorney.

Characteristics of the Class: Under supervision, provides the Housing Services Department with legal services as may be requested by the Director of Housing Services and others including, but not limited to, full eviction services, staff training, and legal advice as it pertains to Landlord-Tenant, Fair Housing, Reasonable Accommodation and Public Housing laws, both federal and State. May also be required to support Section 8 Program operations including program administration, fraud investigations, assistance with administrative hearings and responding to Writs of Mandamus.

Examples of Essential Functions:

Manages own caseload including commencing and completing evictions from receipt of case to resolution, including serving notices to vacate, filing and serving complaints, motions, responsive documents and appearance at trials and/or other hearings.

Assists the Housing Services Department in initiating, developing, recommending, and implementing policies, procedures, and goals related to the eviction process, Fair Housing, Reasonable Accommodation and Public Housing laws.

Must be able to develop and maintain positive working relationship/liaison with staff, fraud investigators, the Los Angeles Police Department and other law enforcement agencies.

Coordinates eviction activities with other Legal Department staff members and trains management staff to ensure prompt and proper eviction actions.

Prepares and presents reports on department's activities as requested.

Advise and assist Housing Service staff in matters of Landlord Tenant, Fair Housing, Reasonable Accommodation and Public Housing Law.

Provides legal opinions on eviction-related, fair housing and public housing issues as required.

Reviews all federal, state, and local laws and legal requirements relating to the eviction process and resident leases and recommends changes to ensure compliance.

Represents the Housing Authority in federal court on resident bankruptcy issues which affect unlawful detainer actions.

Assist Section 8 and other subsidized program operations as may be needed from time to time including program administration, best practices, policy updates, assistance with administrative hearings including responding to Writs of Mandamus.

May assist in other legal matters, including legal research, and other matters affecting the Housing Authority including civil litigation as directed.

Performs other related duties as assigned.

Minimum Requirements:

Member in good standing of the California State bar. Three (3) years of trial experience preferably in the areas of landlord/tenant (unlawful detainer) litigation, including bankruptcy proceedings and criminal law litigation. Must be licensed to practice law in California. Candidate must also possess:

- Strong legal research and writing skills.
- Ability to lead and multi-task.
- Manage a large volume of cases.
- Strong Interpersonal and communication skills.
- Ability to work with tenant advocacy groups and other third parties.

License Required: Must be a member of the California Bar in good standing. Must possess a valid California Class "3" Driver's License at time of appointment.

Special Requirements: Bilingual (English/Spanish) skills desirable.

Physical Class: "2" - Light

Classification: 70002

Est.: May 2018

For more information and to apply, **please visit www.hacla.org/careers**