



Staff Attorney
Tenant Defense Project
(Full-Time, Exempt Position)

Inner City Law Center is hiring talented, dynamic lawyers to help end homelessness in Los Angeles. We are a nonprofit poverty-law firm located in the Skid Row neighborhood of Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC's 75+ attorneys fight for housing justice for low-income tenants, working-poor families, people experiencing homelessness, people living with HIV/AIDS, people with disabilities, and homeless veterans.

Position Description: ICLC seeks extraordinary attorneys who are passionate about justice and combatting homelessness to represent clients facing eviction from their homes. Staff Attorneys will engage in fast-paced litigation; work with an eviction defense team to negotiate with opposing counsel; work with clients to help them stay housed; prepare discovery requests and responses; draft pleadings, motions, and correspondence; negotiate settlements; conduct unlawful detainer bench and jury trials; and pursue appellate remedies. Through their work, Staff Attorneys will ensure safe and affordable housing, prevent families from being evicted into homelessness, and help end homelessness in Los Angeles.

Responsibilities: The Staff Attorneys' primary responsibility is ensuring that ICLC clients receive excellent legal services. To do this, Staff Attorneys:

- Meet with ICLC clients and provide client-centered legal advice related to their possible eviction.
- Carry an unlawful detainer caseload, which may include litigation, trial work, and appellate work.
- Develop case strategies and work plans for assigned matters.
- Conduct legal research and draft legal documents (including pleadings, trial memoranda, appellate briefs, and materials for administrative hearings) and community education materials.
- Inform clients and our client communities about their legal rights and ICLC services.
- Maintain accurate, timely and complete case files and submit detailed monthly quantitative and qualitative reports as requested.
- Work with the appropriate government agencies to resolve client problems.
- Guide and train other program staff, including fellows, paralegals, less experienced attorneys, and law clerks, as well as external entities and pro bono partners.
- Participate in legal clinics and community education efforts.
- Contribute to conversations surrounding housing policy in Los Angeles County and participate in community groups and coalitions on issues impacting ICLC clients and client communities.
- Help develop and maintain relationships with funders, government agencies, and community-based organizations.
- Partner with pro bono counsel to expand the volume of services that ICLC can provide.
- Assist with projects and drafting policies and procedures related to legal issues.
- Maintain timesheets as directed.
- Adhere to all ethical responsibilities, including the Rules of Professional Conduct, which establish standards of legal ethics and professional responsibility for lawyers in California.
- Perform other duties as assigned.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent oral and written communication skills. Strong work ethic. Excellent negotiation skills. Organized, innovative, and solution oriented. Strong research, writing, and analytical skills. Ability to assume responsibility quickly and work independently and as part of a team. Ability to use good judgment, multitask, and meet short-notice deadlines. Ability to interact with a wide range of people in a kind, appropriate, client-centered manner. Membership in the California Bar is required—unless you are eligible to practice as a Registered Legal Aid Attorney under Rule 9.45 of the California Rules of Court. Must have a reliable form of transportation. Must have a minimum of one year of litigation experience.

Those who do not meet the one-year-of-litigation requirement may be eligible to apply as a [Housing Justice Post-Graduate Fellow](#).

Compensation: Salary ranges from \$78,000 to \$105,000 and is commensurate with qualifications and experience. Excellent [benefits](#). ICLC has a hybrid work environment. This position will serve a nine-month probationary period. ICLC has a hybrid work environment. This position will serve a nine-month probationary period.

How to Apply: Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please upload your resume and a cover letter detailing interest in the position directly at www.innercitylaw.org/join-our-team.

Inner City Law Center is committed to having a diverse staff and an equitable and inclusive workplace. To read our full DEI Statement, please click [here](#).

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

To keep our staff and clients safe, ICLC requires all staff to be fully vaccinated against COVID-19 and undergo TB testing upon hire.