

**Position:** Landlord-Tenant Resource Center Staff Attorney

**Job Classification:** Full-Time/ Salary/Non-Exempt

**Job Status:** Permanent

**Salary Range:** \$50,000-\$55,000

**Reports to:** Center Director

### **Overview**

Housing Solutions seeks motivated professionals who want to use their talents and skills to make a difference. Our staff are flexible and passionate about enriching people's lives. If you are mission-driven, dedicated to superior service and support, can diligently work independently and in a collaborative environment, join our team. HS is leading the fight to end homelessness in Tulsa County. Here, not only would your work have a real impact on the community, but we also offer a comprehensive and competitive benefits package.

As the lead agency in the HUD-funded Tulsa County Continuum of Care, we coordinate and manage over \$3 million annually in federal, state, county, and city funds for programs providing shelter, housing, and services to people experiencing homelessness. One key project is the Tulsa Landlord-Tenant Resource Center, serving Tulsans interacting with the legal system around eviction and foreclosure.

### **Objective/Purpose**

The Tulsa Landlord-Tenant Resource Center is launching in 2020 to provide virtual and in-person services in legal self-help, pro bono referrals, brief legal advice, "know your rights" information for both landlords and tenants, and referrals to housing-supportive social services through the UniteUs network. The Landlord-Tenant Resource Center will be physically located within the Tulsa County District Court/County Building complex, space permitting.

### **Primary Roles & Responsibilities**

- Utilizes court-based and community programs to provide assistance to self-represented litigants in housing matters.
- Works closely with partner service providers, including Legal Aid Services of Oklahoma and the Tulsa County Bar Association.
- Stays abreast of technological solutions and other innovations that can enhance the provision of services to self-represented litigants and leverages those solutions.
- Works closely with judges, the Court Clerk, and other court staff to ensure that self-represented litigants are receiving the assistance necessary to improve court filings and improve the efficiency of the court system.
- Establishes and maintains effective working relationships with judicial officers, court staff, and justice partners engaged in the provision of services to self-represented litigants and mediation services.
- Provides legal information to self-represented litigants as needed and ensures that Center visitors are provided with referrals to legal and non-legal resources as necessary.
- Performs other related duties as assigned.

## **Qualifications**

### Training & Experience

- A Juris Doctorate degree is required.
- A membership in good-standing with the Oklahoma Bar Association is required (or the ability to become licensed within 6 months).
- 3-5 years experience in legal services or with the court system is strongly preferred.
- Experience in working with low-income individuals, especially related to housing issues strongly preferred.
- A valid driver's license is required.

### Knowledge / Job Specific Competencies

- Knowledge of judicial branch operations; court policies, procedures, and processes, particularly processes in eviction and foreclosure proceedings.
- Familiarity with applicable laws and codes; relevant educational materials; proper forms and the correct completion of them; appropriate referral sources.
- Knowledge of best practices that help self-represented litigants with accessing and using the court system.
- Exercise excellent independent judgment in dealing with complex and/or sensitive matters; maintain confidentiality.
- Prepare clear and concise correspondence, reports, and related written materials; read, understand, interpret, and apply a variety of statutes, rules, and regulations; analyze complex issues, apply applicable legal authorities, and reach legally sound decisions.
- Deal tactfully, work cooperatively and professionally, and communicate effectively with judicial officers, court personnel, the public, and justice partners.
- Analyze complex matters, formulate recommendations and alternatives, anticipate problems, and present ideas and solutions in a logical and justifiable manner, often while under pressure.
- Communicate effectively, neutrally and clearly with individuals of diverse socioeconomic, cultural and ethnic backgrounds, including persons with disabilities and non-native English speakers.
- Ability to work with and be sensitive to the needs of diverse, systemically disadvantaged populations and support Housing Solutions' commitment to building equitable systems of care.
- Strong time management skills and the ability to multi-task and prioritize in a fast-paced environment, while exercising sound judgment.
- A critical thinker, with a high level of initiation, motivation, and enthusiasm.
- Intermediate level of computer software programs specifically, Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook).

## **Working Environment**

To begin, the working environment will be a hybrid of virtual and shared office space. Once a physical location is established, working environment is primarily indoors in an office setting. Will require some flexible hours for night and weekend events.

## **Contact**

Housing Solutions | 110 S. Hartford Ave., Suite 2504 | Tulsa, OK 74120 | (918) 322-9922



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Please submit a resume, detailing your employment history, experience, education, and contact information, as well as a cover letter that explains why you are interested and qualified for this position to [careers@housingsolutionstulsa.org](mailto:careers@housingsolutionstulsa.org).

**Equal Opportunity Employer**

Housing Solutions is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Housing Solutions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability status, family or parental status, or any other status protected by the laws or regulations in Tulsa, Oklahoma. We will not tolerate discrimination or harassment based on any of these characteristics. Housing Solutions encourages applicants of all ages.