

## Legal Assistant Job Posting

### QUALIFICATIONS AND EXPERIENCE:

- Able to speak, read and write in English and Spanish
- I-589 Application for asylum, Cancellation of removal, I212 permission to reapply for admission, I601 application for provisional unlawful presence waiver. Experience with USCIS forms.
- Assisting attorney in preparation of cases for court, USCIS, RFEs, etc.
- Draft various legal documents such as appeals, motions or petitions with attorney's assistance.
- Family based visas, consular process.
- Must be self-starter, able to work independently, familiar with court procedures, setting hearings on JACS, or with judicial assistant, filing on e-portal;
- Maintain and update client database.
- Meet deadlines by maintaining multiple agendas and providing timely reminders.
- At least 1-year of office experience is required
- Excellent computer skills, navigating multiple programs simultaneously. Preferable experience with Clio software and Dropbox.
- Excellent attention to detail and the ability to manage multiple assignments with minimal supervision.
- Strong orientation for quality customer service delivery. The applicant must have the ability to communicate with clients professionally, both verbally and in writing; work both independently and as part of a team; and provide exceptional customer service

### Benefits:

- Paid time off
- Bonuses
- Shared health insurance

### COVID-19 Precaution(s):

- Social distancing guidelines in place
- Sanitizing, disinfecting, and cleaning procedures in place

If interested, please contact [rphelps@southernlawcenter.net](mailto:rphelps@southernlawcenter.net)