



POSITION TITLE: RCB Legal Assistant/Paralegal

REPORTS TO: RCB Supervising Attorney

WORKSITE: South Sioux City, Nebraska

HOURS: Full Time, 40 Hours Per Week

M-F 8:30 AM – 5:00 PM

Some evening and weekend events required

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (ILC) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is part of the national Justice for Our Neighbors network.

RESPONSIBILITIES OF THE POSITION: The Rural Capacity Building (RCB) Legal Assistant/Paralegal will work under the supervision and assigned duties delegated by the assigned RCB Staff Attorney. The Legal Assistant/Paralegal is responsible for carrying out legal support, administrative responsibilities, and community outreach tasks as directed by the RCB Operations Manager in addition to RCB Attorneys. The RCB Legal Assistant/Paralegal will assist in the identification of community partners to help build capacity for the long-term provision of immigration legal services in rural communities and will work in collaboration with community partners to promote community education and advocacy aimed toward inclusion of immigrants in rural Nebraska.

MAJOR DUTIES OF THE POSITION:

I. Legal Services and Case Management

1. Perform legal research, including, obtaining statistics and information related to any immigration issue, reviewing government-based websites related to immigration law or policy, carrying out statutory and case law review via traditional or non-traditional sources, and analyzing any other research issue deemed relevant.
2. Draft documents, including assisting in the preparation of forms, statements, affidavits, cover letters, motions, petitions, briefs, and appeals, as well as translating and related documents from English to Spanish and from Spanish to English.
3. Prepare for USCIS interviews and court hearings, including, general file review and summary, English to Spanish and Spanish to English interpreting, drafting of witness questions and trial preparation documents, and attendance at both interviews and hearings when necessary.



4. Client communication duties, including, making and receiving phone calls, drafting and sending emails and mail correspondence in English and Spanish, and interpreting for meetings or appearances before administrative bodies, as requested.
5. Prepare and/or translate forms, declarations, and documents for clients (Spanish to English, English to Spanish).
6. Maintain and update cases using case management system, including: following open and closed case procedures, updating and documenting client interactions and internal case status, and tracking deadlines.
7. Create, organize, and maintain paper files and electronic files on ILC's Sharepoint.
8. Assist RCB staff with preparing, tracking, copying documents and sending outgoing mail.
9. Assist RCB staff in compiling program statistical information and submitting of program reports.

II. Client Advocacy and Community Outreach

1. Communicate ILC intake process and services to interested community members and obtain eligibility and case information from clients to relay to attorney(s).
2. Assist RCB staff in receiving client intakes, processing intake information, and scheduling first-time consultations.
3. Communicate and advocate needs of clients to staff and other community partners when appropriate.
4. Refer clients (existing, potential, and walk-ins) to proper community resources.
5. Assist RCB staff in communicating ILC services to community at large and represent ILC at community events and functions, when assigned.
6. Prepare and conduct presentations when appropriate (Immigration 101, Know Your Rights, etc.)
7. Work in collaboration and maintain communication with Nebraska Appleseed, Heartland Workers Center, Centro Hispano, the Center for Rural Affairs, and the Multicultural Coalition to build capacity and promote inclusion of immigrant communities.

QUALIFICATIONS:

- Bachelor's degree, Associates degree, or Certification in paralegal studies, social work, pre-law, sociology, interpretation, or related field
- Previous paralegal work and basic knowledge of immigration law preferred.
- Bilingual, fluent in English and Spanish.



- Culturally competent. Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, faiths, backgrounds, etc.
- Ability to maintain confidentiality and communicate with clients with tact.
- Superb organizational skills and detail orientation.
- Excellent communication skills both written and verbal.
- Ability to multi-task and work well under pressure.

APPLICATION:

- Starting pay: \$14.00 - \$16.00 per hour based upon experience
- Medical, dental and vision insurance and 403(b) retirement plan
- Please send resume, cover letter, and references by email to Ellen Fitzsimmons at ellen@immigrantlc.org
- Position will remain open until filled.