



POSITION TITLE: Legal Administrative Assistant
REPORTS TO: Senior Operations Manager
WORKSITE: Omaha, Nebraska
HOURS: Full Time 40 Hours Per Week
M-F 8:30 AM – 5:00 PM
Some evenings and weekend events may be required

ORGANIZATIONAL DESCRIPTION: The Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network.

ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

RESPONSIBILITIES OF THE POSITION: Legal Administrative Assistant (Assistant) is responsible for providing legal support to the Legal Director and Senior Managing Attorneys, as well as administrative assistance in the ILC Omaha office. The Assistant will support Senior Managing attorneys with casework and internal legal team communication and coordination. Under the supervision of the Senior Operations Manager, the Assistant will carry out assigned tasks to maintain efficient, high-quality legal office operations for ILC and act as back-up support to reception and hotline activities.

MAJOR DUTIES OF THE POSITION:

I. Legal Service Support

1. Under the supervision of Senior Managing Attorneys and Legal Director, assist in preparing forms, statements, affidavits, cover letters, motions, petitions, briefs, and appeals.
2. Perform research related to client casework, including, obtaining statistics and information related in general to any immigration issue, and reviewing government-based websites related to immigration law or policy.
3. Translate forms, letters, declarations, and foreign documents from Spanish to English and English to Spanish.
4. Prepare for USCIS interviews, 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.
5. Assist with client communication in English and Spanish, and document client interactions and case progress updates in the client case management system.
6. Assist in making copies and scans, organizing and maintaining case files, and mailing applications to United States Citizenship and Immigration Services (USCIS) as directed.

II. Administrative Support

1. Support Senior Managing Attorneys with special directives and action steps resulting from internal legal team task force meetings
2. Assist in maintaining internal procedures manual for ILC legal services.
3. Provide secondary support with other organizational operations tasks including reception coverage support and intake hotline support as needed.
4. Assist with preparing, tracking, copying and sending outgoing mail when necessary
5. Assist in coordinating, preparing for, and overseeing ILC intern and volunteer projects.
6. In collaboration with Operations Team, assist in planning, coordinating, and executing special projects such as digitalizing client files and storing them effectively.

IV. Special Projects

1. Occasionally be requested to assist other staff members with duties as assigned.
2. Represent ILC at community events and functions, when assigned.

QUALIFICATIONS:

- Bilingual. Fluent in English and Spanish. Excellent communication, both written and verbal.
- Associate's or Bachelor's degree preferred.
- Previous administrative assistant or legal assistant experience preferred.
- Ability to work sensitively with colleagues and clients having diverse personalities, lifestyles, cultures, faiths, and backgrounds.
- Ability to maintain client confidentiality and communicate with professionalism and courtesy.
- Ability to take initiative, multi-task, meet deadlines, and work well under pressure.
- Must be detailed oriented and possess superb organizational skills.
- Knowledge of Microsoft Office software package such as Word, Excel, PowerPoint and Publisher. Ability to learn legal case management software.

APPLICATION:

- Starting pay: \$14.50 - \$16.50 per hour based upon experience
- Please send resume, cover letter, and references by email to Sanjuanita Jaimes at sanjuanita@immigrantlc.org
- Position will remain open until filled; preferred start in March of 2019.