



Immigration Paralegal needed for ATLANTA-based Immigration Law and Criminal Defense Firm

Our Lawrenceville, GA based Immigration Law and Criminal Defense Firm is rapidly expanding, and we are looking for a Rockstar! Experienced Immigration Paralegal needed.

Duties of the Position:

The paralegal will provide legal and administrative support to the managing attorney. Additional duties of this position will include:

- Maintaining legal files (both paper & electronic); prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files;
- Prepares, types, enters, proofreads and processes legal and administrative correspondence and documents;
- Adheres to legal document standards to ensure proper format and completeness for court acceptance;
- Verifies client and case information for accuracy and completeness;
- Updating clients on progress and explaining next steps;
- Interviewing initial clients to understand needs and report the case status to an attorney;
- On occasion, translating the process and requirements from the attorney to the client;
- Researching requirements for specific immigration cases;
- Following up with potential new clients; and
- Preparing and mailing applications/filings to be submitted to government agencies.

This is a part-time contract position, and you will be expected to work up to **20 hours each week** during business hours, as needed. This is a combination of an in-office and remote position. You will be required to have your own home office set up including computer, internet, and phone.

Experience and Skills Required:

- Paralegal Certificate required, Associate or Bachelor's Degree strongly preferred
- 2-4 years of immigration legal assisting experience or an equivalent combination of education, training, and experience
- Experience with comprehensive knowledge of relevant laws, legal/court procedures, and legal terminology preferred

- Knowledge of immigration forms, how to fill them out, and how to file them. Experience in preparing petition packages for review and filling
- Strong organizational skills to manage multiple cases at different stages
- Communication skills to keep both the attorney and client informed of the process
- Sharp attention to detail
- Demonstrated organizational, analytical, and proactive problem-solving skills
- Ability to multitask and toggle several different programs at once
- A positive attitude centered on teamwork
- Excellent oral and written communications skills
- The ability to have difficult and in some cases personal conversations with clients to get a better understanding of their case and assist them forward in the legal process.
- Bilingual (Spanish) is not necessary, but a major plus.

We are growing fast, and we are investing time and energy in building our A-Team. There will be training on the types of legal matters we handle, how we track our leads, and how to use our CRM system. However, we are looking for someone who is self-sufficient and can hit the ground running.

This is NOT the right opportunity for someone looking for their first professional legal or immigration job.

SEE INSTRUCTIONS FOR APPLYING BELOW. APPLICATIONS THAT DO NOT FOLLOW INSTRUCTIONS WILL NOT BE SEEN OR RECEIVE A RESPONSE.

For the right person, this will be a highly rewarding position. If this sounds like a good fit for you, you will need to complete a two-step process to be considered. Prepare a cover letter that explains what you believe are the 3 most important qualities needed to be successful in this role. As a closing sentence please write, "I have read the instructions contained in the job posting and have followed the instructions." Do not send your resume through this online application service. Use your professional email address and compose an email. Send us your cover letter and resume in PDF format to opmanager@lagronelaw.com. The subject line of the email should be IMMIGRATION PARALEGAL AT LAGRONE LAW

Initial compensation is **\$22 - \$25** per hour

Job Type: Part-time