



239 Fourth Ave Ste 1911, Pittsburgh, PA 15222

Phone: (412) 253-4380 or (570) 505-6180

Fax: (412) 253-4381

[www.schneckimmigrationlaw.com](http://www.schneckimmigrationlaw.com)

[contact@schneckimmigrationlaw.com](mailto:contact@schneckimmigrationlaw.com)

---

POSITION: LEGAL ASSISTANT  
LOCATION: PITTSBURGH (DOWNTOWN)

Law Offices of Kristen A Schneck LLC, a woman owned law firm, is hiring! It takes more than attorneys to make a law firm. We look for people with passion for helping Immigrants, who possess strong interpersonal skills, and have a genuine interest in being of service to others. Fluency in multiple languages is a plus. Extraordinary client satisfaction starts with extraordinary people. We provide an opportunity for professional growth whether you're looking to further your career or are just starting out.

### **IMMIGRATION LEGAL ASSISTANT POSITION**

#### Duties and Responsibilities:

- Provide support to attorneys in the Immigration practice.
- Prepare correspondence, immigration-documents and forms and other assignments as delegated.
- Upkeep client & office physical files and electronic files using case management software.
- Organize case documentation, evidence and exhibits for submission.
- Conduct client interviews and prepare initial drafts of asylum statements.
- Maintain calendars, enter time records and create / update client matter reports.
- Answer phones and communicate with clients on a daily basis.
- Perform other administrative and secretarial duties as assigned.
- Print and send faxes, prepare copies and prepare shipping packets.

#### Skills and Educational Requirements:

- Associate and/or Bachelor's degree or equivalent experience required
- Additional education a plus
- Proficiency in Spanish required, additional languages a plus
- Strong organizational, communication and interpersonal skills
- Experience with Microsoft Word, Google Chrome, Google Mail, Google Calendar
- Familiarity with case management software and immigration software is a plus
- Reliability, teamwork, professionalism, and strong sense of confidentiality
- Ability to exercise sound judgment; courteous and can-do attitude
- Self-motivated and willing to work under filing deadlines and time constraints when needed
- Ability to work independently with attention to detail