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POSITION: IMMIGRATION PARALEGAL
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 PARALEGAL 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 and motions.
- Support and mentor junior staff such as Legal Assistants and Office Secretaries on ad-hoc basis.
- Maintain calendars, enter time records and create / update client matter reports.
- Print and send faxes, prepare copies and prepare shipping packets.
- Perform other administrative and secretarial duties as assigned on ad-hoc basis.

Skills and Educational Requirements:

- Paralegal'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