



**Abdullah and Schneck Immigration Law Group LLC**

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POSITION: OFFICE SECRETARY  
LOCATION: PITTSBURGH (DOWNTOWN)

**IMMIGRATION OFFICE SECRETARY POSITION**

Duties and Responsibilities:

- Provide support to attorneys in the Immigration practice.
- Upkeep client & office physical files and electronic files using case management software.
- Organize case documentation, evidence and exhibits for submission.
- Maintain calendars, enter time records and create / update client matter reports.
- Answer phones and communicate with clients on a daily basis.
- Provide billing call support to Business Manager.
- Perform other administrative and secretarial duties as assigned.
- Manage office contacts for mailings.
- 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
- 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