



Hispanic Unity of Florida
Job Description

Job Title: Immigration Paralegal or BIA Accredited Representative
Reports To: Civic Engagement Program Manager/BIA Accredited Representative
Classification: Full time – Non Exempt
Schedule: Monday through Friday (some evenings and Saturdays)
Salary Range: \$19 - \$21.5/hr.

Summary:

The Immigration Paralegal provides support to the Board of Immigration Appeals (BIA) accredited representative on staff with the preparation and filing of petitions and applications with federal government agencies. The Paralegal may assist in such tasks as: drafting filings and applications, preparing routine correspondence, researching immigration law and procedures and case management.

General Duties

Assist BIA Representative in preparation of immigration petitions and applications

- Assist with initial client interview to obtain relevant case information.
- Locate, obtain, and preserve client documentation.
- Review and organize client documentation.
- Analyze and summarize all data.
- Prepare client for their interview

Assist in managing caseload of immigration matters in various stages.

- Identify participants with potential legal problems or special legal needs; and refers them to an immigration professional staff or link them to appropriate community resources as needed.

Communicate with clients as needed

- Draft correspondence to clients
- Track the status of filings and inform the client of any follow up that may be necessary;
- Arrange for outside interpreter if necessary.

Prepare necessary reports

- Maintain client files and input client information in the program's database

Research immigration legislation, regulations, procedures and related issues

- Participates in trainings as required

Perform other related administrative duties as needed

Qualifications:

The ideal candidate possesses a bachelor's degree plus a Paralegal Certificate and minimum two-three years of immigration experience. An equivalent combination of training, education and experience that demonstrates the ability to perform the duties of the position may substitute for education requirements. Strong written and oral communication skills in Spanish and English are required. Proficiency in Microsoft Excel and Word is a must.

Other required skills

- Proficiency in researching legal matters
- In-depth theoretical understanding of immigration law
- Ability to manage and process high volume of cases in organized manner to ensure federal compliance regulations and deadlines
- Ability to work independently on multiple tasks, including policy development, implementation and enforcement
- Excellent organizational and project resolution skills; and consistent attention to detail.
- Must have excellent client service/client interaction skills.
- Must have excellent interpersonal skills and the ability to work independently as well as with a team with a passion for immigration work.

I have read this job description and understand my responsibilities.

Employee Signature_____ Date: _____

Manager Signature_____ Date: _____

Title: _____

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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