

Paralegal Job Description – KIAC Immigration Legal Services

Kitsap Immigrant Assistance Center Legal Services Program assists immigrants in Kitsap, Jefferson, Clallam, and Mason counties with immigration legal issues.

KIAC is seeking a Paralegal to assist our accredited representatives in representing clients who are in removal proceedings and who are applying for immigration benefits. The position requires a passionate, highly detailed person who is familiar with legal procedures and is eager to learn. Applicants should demonstrate a commitment to KIAC's mission and values of empowerment.

Bilingual English/Spanish speaker is strongly desired.

Starting salary is \$40,000 for this full-time position. The Legal Services Center is open Monday through Friday. On occasion work may be required on the weekend or evenings. Work may also happen at the Northwest Detention Center, the Seattle Immigration Court or at other locations in our service area. Target start date is end of January/early February 2019.

Working on behalf of immigrants in our service area, the Paralegal provides support for the accredited representatives working on client cases. The Paralegal reports to the Legal Services Director.

Job Description and Duties

The paralegal works with the Legal Services Director/fully accredited representative and will perform many tasks during the defense process. They are a valuable part of the legal team often working on all phases of the immigration defense process from beginning to end.

On a limited basis they will also assist other accredited representatives as needed.

Paralegals may be required to perform routine office duties such as photocopying and scanning documents, and helping prepare them for court filings. They may also maintain files, reviewing and preparing material for storage or disposal once a case has closed.

Beyond routine office duties, the paralegal is often called on to assist in gathering client and corroborating declarations, witness preparation, and research. The paralegal is typically the one who prepares and handles all exhibits. On occasion they may also attend hearings acting as an assistant to the accredited representatives during the court proceedings. When the trial is over, they will be responsible for closing out the case documents.

Required Skills

Experience or training as a para-legal

Bi-lingual in English and Spanish is strongly desired

Communication skills. Paralegals will spend a great amount of time drafting correspondence, pleadings, motions, briefs and other documents needed in preparation for court. Because of this,

excellent writing skills and attention to detail is crucial. Paralegals must be able to document and present their research and related information to their supervising accredited representative.

Computer skills. Paralegals need to be familiar with using computers for legal research and litigation support. They also use computer programs for organizing and maintaining important documents. The paralegal will use the Microsoft Office Suite, Adobe Acrobat Pro, and the clio case management system.

Interpersonal skills. Paralegals spend most of their time working with clients and other professionals and must be able to develop good relationships. They must make clients feel comfortable sharing personal information related to their cases.

Organizational skills. Paralegals may be responsible for many cases at one time. They must be highly organized, and maintain clear and easily accessible records. They must adapt quickly to changing deadlines.

Research skills. Paralegals need good research and investigative skills to conduct legal research.

Specific job responsibilities include:

- Investigate the facts of a case
- Organize and maintain documents in a paper or electronic filing systems
- Gather and arrange evidence and other legal documents for accredited representative review and case preparation
- Write reports to help accredited representatives prepare for individual hearings
- Get affidavits and other formal statements that may be used as evidence in court
- File motions, briefs, appeals and other legal documents with the court and opposing counsel
- Call clients, witnesses, to schedule interviews, meetings, and depositions
- Assess client qualification for parole, and bond
- Track hearing dates using EOIR line, removal tracking spreadsheet, and calendar
- Track asylum clock and prepare work authorization documents when needed
- Secure interpreters, translators as required
- Alert accredited representative to changes in hearing dates
- Prepare and file appropriate forms as required

KIAC is an Equal Opportunity Employer and will hire without regard to sex, race, age, national origin, religion, disability, sexual orientation, gender identity, marital status, citizenship, pregnancy, or any other status protected by applicable law.

**Please send resume and cover letter with the word Para-legal in the subject line to:
Ray Garrido
Legal Services Director
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