



**POSITION:** Immigration Paralegal

**STATUS:** Full-Time

**CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Directing Attorney

**MINIMUM PAY RATE:** Depends on experience

**POSITION SUMMARY:**

Under the supervision of the Directing Attorney, the Immigration Paralegal will enhance SCC's two immigration programs - Access to Justice and the New Americans Initiative. The position will be critical in expanding services throughout Will County by providing necessary administrative support to both program leads.

**ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES:**

- Perform factual and legal research and regularly monitor development in immigration law and procedure
- Obtain certified criminal records from various courts
- Meet with clients to prepare affidavits and complete applications
- Draft Request for Evidence (RFE) replies and cover letters for waivers, U-Visas, and VAWAS
- Assemble applications/petition packets for review and subsequent submission
- Collect, organize and file client documents
- Follow up on pending case work and maintain communication with clients via phone, email, or mail regarding missing documentation necessary for submission of applicant
- Update case management databases as tasks are completed
- Prepare client correspondence
- Monitor deadlines and priority dates
- Represent SCC at community functions and at other events as needed
- Preserve client confidentiality, account for client monies and avoid conflict of interest in accord with organizational policies and ethical standards required of the legal profession, the Code of Professional Responsibility
- Assist with other projects as assigned or requested

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree in human services or a related field
- Bilingual in English and Spanish
- Excellent interpersonal and communication skills
- Exceptional time management and organizational skills
- Ability to work independently and collaboratively
- Ability to effectively engage people of diverse social, faith, economic and racial/ethnic backgrounds
- Knowledge of modern office practices and procedures as well as operation and use of computer hardware, software and network systems including, MS Office suite, Word and Excel

**WORK SCHEDULE**

Monday–Friday; 9am–5pm

Evenings and weekends as needed

By my signature, I acknowledge that I have read, understand, and agree to the job duties and responsibilities as defined above.

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Name

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Signature

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Date

The Spanish Community Center is an equal opportunity / affirmative action center supporting diversity and inclusion.