

## **Job Title: Legal Assistant/Paralegal**

**The Law Offices of Daniel Shanfield- Immigration Defense PC** , is the South Bay's leading immigration defense law firm. In addition to assisting immigrant families reunite and remain in the United States, we defend immigrants facing deportation for crimes and immigration violations, help asylum seekers find refuge from persecution, and assist legal residents overcome past criminal and immigration violations to obtain U.S. citizenship.

Our Firm is seeking a Bilingual Immigration Defense Legal Assistant/Paralegal (F/T Eng/Sp) for our San Jose Main Office.

### **Duties :**

- Assist and support firm attorneys in the preparation and document processing of immigration benefits applications, including family visa petitions, permanent residency applications, naturalization applications, asylum applications, victim of crime U visa applications, hardship waivers, and Petitions under the Violence Against Women Act;
- Assist and support firm attorneys in caseload management and client contact;
- Assist and support firm attorneys in the preparation of application packets, including evidence gathering, witness declaration preparation, and drafting immigration application cover letters;

- Assist and support firm attorneys in obtaining civil and criminal court records;
- Assist and support attorneys in conducting potential client intake;
- Assist and support attorneys in drafting procedural motions before the immigration court and Board of Immigration Appeals;
- Assist and support attorneys in fielding client contact by phone, web, and email;
- Other duties as assigned.

**The ideal candidate will possess :**

- Four Years Bachelor's Degree or NALA Paralegal Certification;
- At least one year of experience in the immigration field;
- A demonstrated commitment to immigrants' and civil rights issues;
- Outstanding Bilingual English-Spanish Communication Skills (written and spoken);
- Strong familiarity with Windows, office technology, and document management systems;
- Familiarity with Legal Case Management Software (INSZoom) is a plus;
- A strong desire to advance and grow professionally within the Firm and in the immigration legal community.
- **Attorneys and Law Students Need Not Apply**