



IMMIGRATION LAW OFFICE OF MOISES L. BARRAZA, LLC

Bilingual Attorney • Abogado Bilingüe

556 West Galena Boulevard, Aurora, IL 60506

T: 779-379-2770 • F: 877-870-7671

www.barraza-law.com

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

The Immigration Law Office of Moises L. Barraza is a family-run practice dedicated to providing high quality, trustworthy immigration services to individuals and families. We are looking to add another full-time employee to our team to assist with the ever-growing need for immigration services.

Position Overview:

Duties of the Administrative Assistant at the Immigration Law Office of Moises L. Barraza, LLC may include (but are not limited to) the following:

- Providing administrative assistance and support to Attorney and paralegals;
- Communicating with clients in person and via phone;
- Scheduling client appointments and managing office calendar;
- Answering client questions and helping solve problems;
- Accepting, organizing, and managing client documents;
- Assisting clients with filling out questionnaires and forms;
- Taking and tracking payments;
- Drafting cover letters and compiling applications;
- Managing incoming and outgoing mail;
- Personal initiative and an appropriate level of independence are desired. Improvement of the overall functionality and efficiency of the firm is expected.

Qualifications:

1. Appreciation and support of the Law Office's mission.
2. Fully bilingual in Spanish and English (required).

3. Bachelor's degree (preferred).
4. Interest in assisting individuals and families with immigration needs.
5. Relevant work experience: receptionist, billing, customer service, and/or secretary.
6. Excellent interpersonal and communication skills.
7. Honest, self-motivated, reliable, and flexible.
8. Skilled in problem solving, organization, attention to detail, and answering the phone.
9. Poised and relaxed under stress, ability to work well with deadlines and multitasking.
10. Capable working independently but cohesively as part of a small office team.
11. Agile with computer functions and features.
12. Familiarity with Mac/Apple products, functions and features is highly beneficial.

Salary and Hours:

Salary will be offered at a comparable rate to similar administrative assistant positions and commensurate with the value that employee will add to our office. Office hours are Monday-Friday, 9:30am-6pm (with a 30 minute break for lunch).

To Apply:

Please submit the following via email to office@barraza-law.com. Your name must be included in the title of every attachment. Thank you.

1. Resume
2. Cover letter in English and Spanish specifically addressing the following points:
 - A. Why you wish to work for the Immigration Law Office of Moises L. Barraza, LLC
 - B. How you would be a good fit for the position and for our law office team
 - C. Provide a specific example of a difficult situation that you have handled well
 - D. Explain why you have long term staying power

.....