



# IMMIGRATION LAW OFFICE OF MOISES L. BARRAZA, LLC

Bilingual Attorney • Abogado Bilingüe

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## **JOB DESCRIPTION: ASSOCIATE IMMIGRATION ATTORNEY (BILINGUAL)**

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 a full-time Associate Attorney to our team to assist with the ever-growing need for immigration services.

### **Position Overview:**

Duties of the Associate Attorney at the Immigration Law Office of Moises L. Barraza may include (but are not limited to) the following:

- Providing direct assistance to Attorney Moises Barraza;
- Meeting with prospective clients to screen for relief;
- Conducting legal research and drafting legal motions and briefs;
- Reviewing forms, documents, and applications to submit to United States Citizenship and Immigration Services (USCIS);
- Attending master calendar court hearings and USCIS interviews;
- Personal initiative and creativity are encouraged but must be approved. Ideas to improve functionality and efficiency of the firm are expected.

### **Qualifications:**

1. Licensed to practice law in the United States.
2. Appreciation and support of the Law Office's mission.
3. Bilingual in Spanish and English required.
4. 2+ years experience in practicing immigration law required.
5. Honest, self-motivated, reliable, and flexible.
6. Ability to work independently but cohesively as part of a small office team.
7. Good rapport with clients.
8. Willing to accept correction and implement changes as needed.
9. Poised and relaxed under stress, ability to work well with deadlines.

10. Knowledge of basic computer functions and features.
11. Skilled in organization and attentive to detail.
12. Excellent communication skills, both written and inter-personal.

**Salary and Hours:**

Salary will be offered at a rate commensurate with skill and experience. Normal office hours are Monday-Friday, 9:30am-6pm; however, the Associate may be asked to flex hours to cover client appointments. (Please note that we are committed to keeping to a 40 hour work week as much as possible.)

**To Apply:**

Please submit the following via email to Sarah Barraza, Office Manager: [sarah@barraza-law.com](mailto:sarah@barraza-law.com). Include your name in the subject of the email and in the title of every attachment. An application missing any of these elements will not be considered.

1. 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 specifically;
  - C. Providing a specific example of a difficult situation that you have handled well.
2. Resume
3. Relevant writing sample
4. At least two professional references

*We are looking to fill this position as soon as possible, so timely applications are encouraged.*