



IMMIGRATION LAW OFFICE OF MOISES L. BARRAZA, LLC

Bilingual Attorney • Abogado Bilingüe

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JOB DESCRIPTION: EXPERIENCED IMMIGRATION PARALEGAL (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 paralegal to our team to assist with the ever-growing need for immigration services.

Position Overview:

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

- Meeting with clients to gather documentation and fill forms for immigration applications;
- Compiling cover letters, drafting arguments, and assembling applications to meet deadlines and requiring minimum supervision;
- Improvement of the overall functionality and efficiency of the firm is expected.

Qualifications:

1. Appreciation and support of the Law Office's mission.
2. Bilingual in Spanish and English required.
3. Bachelor's degree or paralegal certificate required.
4. Minimum two year experience assisting individuals and families with immigration needs (e.g. family-based immigration and/or immigration court cases).
5. Excellent interpersonal and communication skills.
6. Honest, self-motivated, reliable, and flexible.
7. Skilled in problem solving, organization, and attention to detail.
8. Poised and relaxed under stress, ability to work well with deadlines and multitasking.
9. Capable working independently but cohesively as part of a small office team.

10. Skilled in document, case, and file management.
11. Knowledge of basic computer functions and features is required.

Salary and Hours:

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

To Apply:

Please submit the following via email to sarah@barraza-law.com. Please include your name 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
 - C. Provide a specific example of a difficult situation that you have handled well
 - D. Explain why you have long term staying power

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

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