

Immigration Attorney Job Description

SUMMARY: The Immigration Attorney will prepare a wide range of family-based and humanitarian immigration cases for submission to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court and the Board of Immigration Appeals. They will represent clients at USCIS Norfolk offices, ICE Office of Enforcement and Removal Operations, Immigration Court and Board of Immigration Appeals (BIA), including removal proceedings or in local courts for Special Immigrant Juvenile Status (SIJS) cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies.
- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge.
- Participate as needed in agency and program-wide data collection and strategic planning.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a periodic basis in day-long weekend naturalization workshops.
- Ensure client fees are assessed and collected per retainer agreements.
- Maintain client database and files and accordance with program/legal requirements and CCC guidelines.
- Comply with all legal and ethical standards.
- Ability to work both independently and collaboratively to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service populations cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.

EDUCATION and/or EXPERIENCE: Juris Doctor degree and admission to the VA Bar preferred. Maintain bar membership through continuing education Utilizes a basic knowledge of Microsoft Office applications

Minimum of one year of experience practicing family-based and/or humanitarian immigration law. Bilingual in English and Spanish strongly preferred.

SALARY: Competitive salary based upon experience

Please send resume and cover letter to Jay.Brown@CCCOFVA.ORG