



Austin Region Justice for Our Neighbors

5904 Wynona Ave. Austin, TX 78757

(512) 326-1988 jfonaustin.org

BILINGUAL LEGAL ASSISTANT JOB DESCRIPTION

OVERVIEW: We seek a motivated, qualified, responsible, organized, and empathetic legal assistant to support the work of the attorneys at Austin Region Justice for Our Neighbors

JOB TYPE: Full-time (40 hours per week), non-exempt, in-office

COMPENSATION: \$20 per hour

BENEFITS: Medical, dental, and vision insurance offered; 12 paid holidays; 20 paid vacation days; 40 hours of sick/personal time; Employee Assistance Program

REPORTS TO: Legal Director

SCHEDULE: Expected office hours are Monday-Friday 9 a.m. to 5 p.m. with occasional early or late hours and weekend events subject to limitations and procedures outlined in the Employee Handbook and Policy Manual; some local travel with possible trips to San Antonio, mileage reimbursed

DESCRIPTION OF THE ORGANIZATION: Since May of 2013, Austin Region Justice for Our Neighbors (JFON), a non-profit law office, welcomes immigrants and refugees into our communities through free, high-quality immigration legal services, education, and advocacy. Our service area includes Travis County and the six contiguous counties, and our current case areas focus on removal defense within several categories of humanitarian relief. We are part of the nation-wide Immigration Law and Justice Network, which started in 1999.

REQUIREMENTS AND QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Fluency in both oral and written English and Spanish
- Excellent written and oral communication skills
- Experience working with vulnerable populations, preferably immigrants and survivors of trauma
- Strong computer literacy, including MS Office, Google Suite, willingness to learn case management software
- Excellent research and analysis skills, time management and organizational skills to maintain multiple projects simultaneously
- Ability to work in both a collaborative team capacity and independently
- Healthy emotional maturity and conflict-management skills
- Commitment to maintaining strict client confidentiality and lawyer-client privilege
- Ability to pass a child safety course (background check included and subject to Executive Director's review) and commitment to maintaining safe spaces for minors
- Commitment to non-discrimination in regards to race, color, ethnicity, nationality, language, sexual orientation, gender identity, socio-economic status, legal status, religion, ability, age

RESPONSIBILITIES:

- Conduct screenings and intakes for potential clients; assist attorneys with case-closing services
- Gather supporting documents and conduct internet research, including country conditions; this may include communicating with service providers or in-country sources
- Maintain communication with clients: providing case updates, requesting documents and other information, scheduling appointments, and other communication
- Keep accurate records of all data collection
- Translate and/or interpret forms and documents between English and Spanish; arrange for translation of documents using external service providers when necessary
- Provide interpretation for clients at meetings and interviews as needed; schedule interpreters as necessary
- Help prepare individuals for interviews and court
- Assist in preparing declarations, applications, and other filings for immigration court, state court, USCIS, and other entities
- Prepare affidavits, legal correspondence, trial binders, and other documents for legal staff
- Create and maintain paper and electronic files; scan documents, input data in case management systems and relevant calendars, organize and file paper files
- Notarize documents (ARJFON will cover expenses of commissioning as a notary public)
- Prepare mailings and process incoming mail
- Help create and maintain internal procedures documents & legal education materials as assigned
- Help manage volunteers working in legal capacities
- Answer and direct telephone calls, make referrals as possible
- Greet and direct clients and visitors at the office

Additional duties as assigned

To apply for this position, please email a cover letter and resume including three references to attorney@jфонаustin.org, addressed to Rebecca Rosenberg, Legal Director