



Full-time Legal Assistant Job Description

Title: Legal Assistant

Start Date: Flexible

Hours: Full-time; Monday-Thursday 8am-6pm

Supervisor: Attorney Erin Schutte Wadzinski

Location: 222 10th Street, Worthington, MN 56187

The full-time Legal Assistant at Kivu Immigration Law PLLC will be responsible for case preparation and client relations. Responsibilities include:

Case Preparation

- Manage legal cases and serve as the client's point of contact throughout the duration of the client's case, under supervision of the attorney. Legal Assistant will be responsible for a portion of the following case-related tasks:
 - Facilitate the signing of representation agreements, releases of information, etc.
 - Draft, assemble, and finalize employment-based applications, including but not limited to H-1B, TN, EB2, EB3
 - Draft, assemble, and finalize family-based applications, including but not limited to I-130, I-485, DS-160, DS-260
 - Draft, assemble, and finalize humanitarian-based application forms for clients in removal proceedings, such as I-589 applications for asylum and withholding of removal, E-33, E-28, and various motions to the Immigration Court
 - Draft I-765 applications for work authorization for Special Immigrant Juveniles and asylum seekers eligible for work authorization

Client Relations

- Provide friendly and professional customer service to clients and prospective clients; provide helpful and accurate information in an easy-to-understand manner. Legal Assistant will:
 - Meet extensively with clients seeking asylum to assist them with drafting their personal declarations about the persecution they've experienced
 - Provide timely and specific updates and requests to clients
 - Ensure that clients are aware of all benefits available based on immigration status, especially those receiving work authorization for the first time
 - Attend outreach events with prospective clients and share valuable immigration updates with the local community

Job Qualifications and Requirements

- Mindset:
 - A genuine willingness to embrace individuals from all regions of the world, regardless of race, religion, national origin, social class, political view, sexual orientation, or any other categorization
 - A friendly demeanor and an open-minded attitude to learn new things

- A willingness to be a team player and work towards the common goals of Kivu Law
- A willingness to abide by rules of confidentiality
- Skills:
 - Strong verbal and written communication skills in English and Spanish
 - Professional demeanor towards clients
 - Ability to take detailed written notes during client appointments
 - Ability to learn and use technology such as Camp Legal, Box, and Microsoft Office Suite
 - Familiarity with US immigration laws and policies and a willingness to keep abreast of changing laws and policies
 - Dependability, reliability, and honesty