



## Full-time Legal Assistant Job Description

**Title:** Legal Assistant

**Start Date:** Flexible

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

**Location:** 222 10<sup>th</sup> Street, Worthington, MN 56187

**Annual Salary:** \$50,000--\$55,000 + benefits

The full-time Legal Assistant at Kivu Immigration Law PLLC will be responsible for case preparation and client relations. This position offers excellent legal experience and exposure to working at a law firm for recent college graduates considering going to law school in the future.

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:
  - Attend initial consultations with an attorney and record facts and recommendations; provide interpretation for attorney during initial consultation, if needed; take the lead on any necessary follow up after initial consultation;
  - Facilitate the signing of representation agreements, releases of information, etc.
  - Draft, assemble, and finalize family-based applications, including but not limited to spouse and family petitions, adjustment of status, and immigrant visa applications
  - Draft, assemble, and finalize humanitarian-based application forms for clients in removal proceedings, such as applications for asylum and withholding of removal and various motions to the Immigration Court
  - Draft 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 to draft their applications, fill out immigration forms, and gather supporting evidence
  - 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
- Requirements:
  - Bachelor's degree or equivalent
  - Professional proficiency in Spanish and English
  - Authorization to work in the United States
- Skills:
  - Strong verbal and written communication skills in English and Spanish
  - Ability to provide interpretation during initial consultations
  - Excellent attention to detail
  - Professional demeanor towards clients and colleagues
  - 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