



Full-time Legal Assistant Job Description

Title: Legal Assistant

Start Date: Flexible

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

Location: 222 10th Street, Worthington, MN 56187

Salary: \$50,000--\$55,000 commensurate with experience

The full-time Legal Assistant at Kivu Immigration Law PLLC will be responsible for case preparation, interpretation, 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 and assemble family-based applications, including but not limited to I-130, I-485, DS-160, DS-260
 - Draft and assemble 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
 - Conduct basic research related to immigration forms and protocols
 - Draft affidavits, motions, declarations, and other legal documents using appropriate legal terminologies and citations

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 with clients seeking asylum to assist them with drafting their personal declarations about the persecution they've experienced and fear in the future
 - Meet with clients to gather evidence and draft forms related to family-based cases
 - 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
- Education:
 - Bachelor's degree or higher
- Skills:
 - Strong verbal and written bilingual communication skills in English/Spanish or English/Haitian Creole
 - Ability to interpret for attorneys during initial consultations and follow-up appointments
 - 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