

Job Title	Staff Attorney /City Council Program
PVN ID	VU-2103-003899
Category	Managerial and Professional
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	CUNY Citizenship Now!
Status	Full Time
Annual Salary	\$80,000.00 - \$84,000.00
Hour(s) a Week	35
Closing Date	Sep 01, 2021 (Or Until Filled)

General Description

CUNY Citizenship Now! We are the largest university legal assistance program in the nation, providing free and confidential citizenship and immigration law services. We believe in empowering immigrants so that they are in control of their immigration case, a model of legal assistance called pro se. Through this model, our attorneys and paralegals help more than 15,000 individuals each year, all on the path to citizenship. In addition to our one-on-one services, we have also develop an event model to help large groups with their immigration applications. The model is nationally recognized, has been implemented by other organizations, and has served thousands of immigrants who cannot afford to pay for private attorneys. We also work with our partners to offer Civics classes and workshops about immigrant rights, business creation, and finances.

Position Summary

Reporting to the Coordinating Attorney for the City Council Program, the Staff Attorney will provide consultations on immigration-related issues and application assistance at New York City Council member sites, and events. The Staff Attorney will primarily focus on providing legal assistance in the areas of naturalization and family based immigration law.

Other Duties

Duties and Responsibilities:

- Counsels participants on immigration law and related issues
- Assists participants in the completion and review of immigration application/petitions
- Reviews and authorizes release of applications and petitions completed by paralegal staff
- Ensures that staff and volunteers are complying with work policies and procedures
- Conducts immigration workshops and seminars to benefit staff, participants, and targeted communities
- Interprets immigration laws, rulings, and regulations for staff and community partners

- Analyzes complex immigration case types e.g. criminal convictions and fraud
- Ensures data and reports are compiled on the services rendered
- Reports regularly to Coordinating Attorney on the provision of services and outreach to the community
-

Qualifications

Knowledge, Skills and Abilities:

- D. and State Bar admission
- Some immigration experience and/or passion about immigrant issues preferred
- Second language requirement is preferred.
- Excellent supervisory skills including the ability to oversee and guide the work product and professional development of staff and volunteers
- Ability to work in an open environment with limited privacy
- Excellent communications, interpersonal, writing and legal writing skills; customer service focus
- Flexibility, self-motivation and the ability to motivate others
- Ability to work independently as well as with a team in order to further the mission of CCN!

Willingness to work on weekends and/or occasional evenings