



Job Title	Paralegal
PVN ID	VU-2311-005993
Category	Instruction and Social Service
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	Cuny Citizenship Now
Status	Full Time
Annual Salary	\$35,000.00 - \$38,220.00
Hour(s) a Week	35
Closing Date	Jan 30, 2024 (Or Until Filled)

General Description

Under the supervision of the Staff Attorney, the Paralegal provides support to immigrants within citizenship and immigration law matters. They will provide direct support to participants seeking varying types of immigration relief. They will demonstrate good research, investigative, counseling and interviewing skills. They have knowledge of immigration laws, concepts, practices, forms and procedures within the field. Additionally, they will coordinate office services, such as case management, records retention, and office supplies management and ensure that clients who visit the base office are properly served and that the rendered services are accurately recorded.

Other Duties

Duties and Responsibilities:

- Prepare immigration applications/petitions and draft affidavits on behalf of participants
- Work with clients to gather information and documentation
- Provide information and assistance to clients and callers, referring cases to Staff Attorney when appropriate
- Prepare written case notes for clients seen
- Follow office procedures on case management
- Submit all cases to attorneys for case review
- Plan and schedule client appointments and follow-up visits
- Ensures timely delivery of monthly and quarterly reports on clients served at the center
- Organize and maintain client paper and electronic files
- Ensure that the client receives the Participant Registration Form and Declaration of Understanding and both forms are completed prior to consultation

- Maintain shared appointment calendar with staff attorney
- Assist with other administrative tasks, as needed

Qualifications

- Bachelor's degree and 2 years relevant experience in immigration law
- Commitment to protecting the rights of low-income immigrants is strongly desired
- Flexibility to commute in the NYC area
- Ability to handle and resolve recurring problems in a courteous and professional manner
- Skilled to document and identify appropriate immigration laws to the supervising attorney and to understand legal terminology
- Excellent writing, verbal, and computer skills
- Able to establish priorities, work independently, and proceed with objectives without supervision
- The ideal candidate must be detail-oriented, highly flexible, and self-motivated
- Willing to participate in one Saturday citizenship application event each month
- Fluency in a second language (Spanish preferred)