

Notice of Filing

Paralegal

Support lawyers in the preparation of filings for immigration benefits. Duties include: explain basics of screening process to each prospective client, including confidentiality, case acceptance process, copies for appointment, timely attendance, and cancellation procedures. Prepare files for initial consultations, including completed intake, initial client documents, and retainer. Assist in communicating to clients the advice given by the attorney. Assist in conducting follow up work with immigration law cases, including preliminary drafts of immigration benefit applications. Assist in conducting immigration information sessions for immigrant community and media as well as assisting with outreach to community fairs. Participate in weekly case review and program meetings. Assist in ensuring that the active client case list is up-to-date weekly, including updating case list when cases are closed. Assist in ensuring that the funding requirements of the immigration law work are being met, including (i) inputting into database immigration intake information and (ii) assisting with reports for immigration law program. Must meet with clients to prepare for affirmative immigration application. Must effectively communicate with our low income primarily Spanish speaking clients. If necessary will provide one year of training under the supervision of a licensed attorney in a legal assistant role before transitioning to Paralegal. Salary: \$63,500 annually. Schedule: Hybrid, in-office required 3 days/wk. Occasional weekends/evenings required.

Minimum Requirements include: Bachelor's degree in any field or foreign degree equivalent and strong background working with Hispanic communities. Spanish language required. Work location: San Francisco, CA. Apply by mail at: La Raza Centro Legal, Attn. Maria Pilar Eslava, 474 Valencia St., Suite 295, San Francisco, CA 94103; or by email: pilar@lrcl.org

This notice is being provided because an application for permanent alien labor certification is being filed. Any person may provide documentary evidence bearing on the application to: U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Avenue NW, Room N-5311, Washington, DC 20210

Post Dates: from 09/03/2024 to 10/15/2024

Responses: _____

This notice of job offer was posted in a conspicuous place where it can be seen by all at 474 Valencia St., Suite 295, San Francisco, CA 94103

X *P. Eslava* Date: 09/03/2024

Pilar Eslava