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## Nationalities Service Center – Job Announcement

### Legal Assistant

#### **Position Overview**

The Legal Assistant, under the supervision of the Senior Director of Legal Services and working collaboratively with other department staff, will assist in the delivery of direct legal services to immigrants and refugees. This position will provide effective customer service to our clients including problem resolution, case updates, and responses to inquiries. The Legal Assistant will provide administrative support to the department, maintain case files and database, and perform community outreach as necessary.

The Legal Assistant has internal contacts with the entire Legal Services Department staff and external contact with clients, court officials, law enforcement officials, and the general community. This position has access to sensitive NSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent NSC in a professional manner.

The Legal Assistant reports directly to the Senior Director of Legal Services and participates in department activities as necessary.

#### **Essential Functions**

- Assist with the preparation of cases and documents, draft motions and affidavits, conduct consultations, and research legal and factual issues.
- Respond to client telephone and email inquiries, resolve problems, and provide case updates to clients as necessary.
- Perform administrative and clerical tasks for the department including but not limited to filing cases before the USCIS and EOIR, distribution of mail, copying, faxing, filing, and maintenance of filing system.
- Maintain and update client and case information database.
- Participate in group case review meetings.  
Perform community outreach and education sessions at community organizations.

#### **Additional Duties**

1. Attends relevant workshops or joins professional groups as necessary to maintain professional knowledge and licensure.
2. Adheres to NSC's confidentiality guidelines and ensures the appropriate handling of sensitive information.
3. Facilitates and attends relevant staff meetings to promote communication and execution of goals.
4. Completes special projects specific to the function of the department or as needed as directed by the Director of Legal Services.
5. Other duties as assigned within the scope of position expectations.

### **Knowledge, Skills, and Abilities**

- A. Understanding of NSC Legal Services Department goals and objectives and ability to work and contribute as part of a larger team.
- B. Knowledge of USCIS applications and related procedures.
- C. Ability to effectively interact with a culturally diverse population regarding sensitive matters.
- D. Ability to effectively present legal information in a community setting.
- E. Ability to manage multiple tasks, prioritize and meet deadlines.
- F. Basic understanding of computer operations and use a variety of common software programs including Microsoft Office.
- G. Ability to effectively communicate in person, by phone, or in writing.
- H. Ability to work with other people through a cooperative effort.
- I. Strong interpersonal skills as demonstrated by compassionate, courteous, cooperative, and professional interaction with diverse groups of co-workers, program members, social services resources, social workers, and the community.
- J. Adheres to all NSC and Legal Services Department policies and procedures.
- K. Attends all NSC in-services as required.

### **Experience, Education, and Licensure**

**Minimum Experience:** Administrative experience in an immigration legal office setting preferred. Foreign language skills (Spanish/French/Mandarin/Arabic) preferred.

**Minimum Education:** A degree from an accredited college or university with a concentration in a related field of study is preferred.

### **Compensation**

The position is full-time exempt, and includes health and dental benefits and a 403(b) match plan.

### **How to Apply**

Application deadline is **April 28, 2017**. Please email detailed letter of interest and résumé to [jobs@nscphila.org](mailto:jobs@nscphila.org). Please no phone calls.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.