

Job Description

Staff Attorney



TITLE: Staff Attorney
REPORTS TO: Legal Director
TYPE OF POSITION: Full-time
OFFICE LOCATION: Austin, Texas
FLSA STATUS: Exempt

SUMMARY DESCRIPTION:

The staff attorney will provide high quality immigration legal services and education to low-income immigrants throughout Central Texas. Responsibilities include representation and consultations for individuals in removal proceedings and pro se assistance and services to individuals through the Legal Orientation Program and universal representation program. Staff attorneys are also required to maintain program statistics, client databases and files, and provide reports as required. Education and outreach to the immigrant community on various legal issues may also be required of the staff attorney. Changes in immigration policies and laws, and agency priorities may require changes in duties.

MAJOR DUTIES AND RESPONSIBILITIES:

- Screen and provide legal consultations to individuals seeking relief before USCIS and the Immigration Court (EOIR).
- Represent eligible individuals in their applications for relief before USCIS and removal and bond proceedings before the Immigration Court, including, but not limited to, universal representation cases.
- Provide services under the Legal Orientation Program (LOP) serving the T Don Hutto Residential Center including group & individual orientations, pro se workshops, attending stakeholder meetings, providing follow up services to detainees and maintaining ongoing communication with stakeholders and detainees. Screen individuals for potential relief through weekly visits to the local detention facilities.
- Mentor pro bono attorneys representing clients before US CIS and the Immigration Court.
- Participate in community education and outreach activities as needed.
- Maintain a client database and caseload, and complete all required administrative tasks as determined by supervisor.
- Provide monthly statistical reports of caseload and program activities.
- Assume other legal duties to meet any changing needs of organization: Changes in immigration policies and laws, and agency priorities may require changes in duties

REQUIRED WORK EXPERIENCE/SKILLS:

- Dedication to and experience in serving low-income populations and a demonstrated commitment to pursuing social justice.
- One – two years of legal experience in immigration law, or in a non-profit organization serving low-income persons.
- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Excellent organizational skills and attention to detail.

REQUIRED EDUCATION/QUALIFICATIONS:

- JD from accredited university
- Bar Admission in any US state (Texas preferred)

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PREFERRED EDUCATION/EXPERIENCE:

- Conversational fluency in any other language.
- Criminal Law background
- Immigration clinic experience
- Immigration court experience
- Other court experience

WORK HOURS: This is a full time, 40 hour per week position.

LOCATION: This opportunity is hybrid. High speed internet required.

APPLY: Please email resume and cover letter to americangateways@gmail.com