JOB DESCRIPTION

EMPLOYEE: ________________________________

**Department:** Affirmative Legal Services  **FLSA STATUS:** Non-exempt

**HR TITLE:** Legal Assistant  **DMRS TITLE:** Loretto Justice Fellow

**GRADE:** xx  **STEP:** x

**JOB SUMMARY:** Assist Department of Justice Accredited Representatives in the legal representation of clients within DMRS’ Affirmative Legal Services unit.

**SUPERVISOR/REPORTS TO:**
- Executive Director
- Legal Director
- Affirmative Legal Services Supervisor

**Project Duties & Responsibilities:**
1. Assist in the establishment and maintenance of client files that comply with all ethical rules and ensure the file provides a detailed and accurate representation of the services provided to the client;
2. Assist in the preparation of applications for clients who qualify for benefits pursuant to the Immigration & Nationality Act (INA) and with the submission of application packets with United States Citizenship and Immigration Services (USCIS) or the United States Consulate abroad, as appropriate;
3. Translate documents required for application packet;
4. Assist in obtaining evidence from clients and in responding to all requests for additional information (Request for Evidence) in a timely matter;
5. Assist in the review of correspondence as needed and provide timely response and notices to client as appropriate;
6. All other duties related to the filing of immigrant benefit applications with USCIS or the consulate;
7. Assist in the preparation of letters to USCIS, DOS, clients, or other recipients;
8. Assists in the preparation of case closure reports related to closed files;
9. Participate in community education seminars regarding the agency’s services within the DMRS Service Area;
10. Attend community meetings, workshops, presentations and seminars as a representative of DMRS, as necessary;
11. Maintain good relations with government agencies, collaborators, and clients;
12. Participate in staff retreats, training, workshops and seminars about the immigration law and other Ministry-related topics;
13. Participate in and promote fundraising efforts, programs, and events for the benefit of the organization;
14. Comply with DMRS personnel and office policies; and
15. Other duties as assigned by Executive Director, Legal Director, and Unit Supervisor.

**Qualifications:**
1. High school diploma/GED required.
2. Comprehensive knowledge of modern office practices.
3. Knowledge, skills and experience with computers and various software programs, including Windows, Word, Excel.
4. Proficient typing skills at 45 wpm.
5. Ability to communicate effectively both orally and in writing in a professional manner.
6. Ability to work with and appropriately handle confidential information.
7. Ability to deal with the public in a professional, courteous and tactful manner.
8. Bilingual in English and Spanish, including proficiency in speaking, reading and writing in English and Spanish.

**Working Conditions:**
1. Schedule of hours as determined by Loretto Justice Fellowship
2. The Executive Director’s prior approval in writing is required for any work over 8 hours per day or 40 hours per week.

**Disclaimer Clause:** The above statements describe the general nature and level of work required of this position. This is not an exhaustive list of all responsibilities, duties, and skills required.

________________________________________  __________________________  ___________________
Employee  Supervisor    Date

Effective Date:  03/01/2023
Exec. Dir. Initials:  _________