



**Open Sky Law
Legal Assistant (Full-Time)**

SUMMARY

The Legal Assistant will provide: (1) legal support to attorneys and paralegals; (2) Assist with a wide variety of tasks such as assembly of immigration submissions before courts and other government agencies; (3) data entry in case management database; (4) Organize and maintain client files in document management system. This is an in-person position based in Kent, WA.

REPORTS TO

Supervising Attorney and Office Manager

RESPONSIBILITIES

- Provide legal support to attorneys and paralegals.
- Perform administrative and clerical tasks. Specific duties will vary.
- Prepare new client intake forms, input client information in the conflict check system, and maintain client file database.
- Input case data into the case management system.
- Organize and maintain case files in the document management system.
- Maintain and coordinate calendars. Schedule and coordinate conference calls and meetings.
- As needed, assist with preparing and filing Employment Authorization applications.
- Prepare and file Change of Address forms before the immigration courts and USCIS.
- Prepare Freedom of Information Act Requests for Attorney review before filing with immigration agencies.
- Assist with preparing and filing criminal background checks and obtaining criminal records.
- Prepare, organize, and assemble legal documents, supporting exhibits, and petition filings for submission with immigration courts and USCIS.
- Review legal documents and exhibits to ensure they are in proper format and contain all necessary portions or related documents produced for opposing counsel and immigration agency filings.
- Document filing status in the case management system.
- Assist with client communication.
- Assist with foreign document translations.
- Provide supports and back up to Receptionist for answering phones, scheduling consults, taking payments, and processing incoming and outgoing mail.

2023

QUALIFICATIONS/SKILLS REQUIRED

- Associate degree or equivalent required. Bachelor's Degree or equivalent preferred.
- Minimum 2 years of legal support experience as a Legal Assistant required.
- 1+ years of experience in immigration law office preferred.
- Proficient computer skills, Windows, file and directory management, Microsoft Word, Outlook, Adobe, Excel, and case management systems, such as Clio and Docketwise, or similar.
- Ability to work in a fast-paced environment, multi-tasking and working with multiple team members and with multiple deadlines.
- Strong attention to detail and keen attention to deadlines.
- Able to handle confidential and sensitive materials with discretion.
- Experience managing multiple calendars.
- Fluency in another language required (speak, read, and write). Spanish Preferred.

COMPENSATION

- Competitive salary, DOE.
- Comprehensive benefit package, including medical insurance, life and disability insurance and health savings accounts, simple IRA.
- Paid holidays, vacation, and personal days.

About Open Sky Law, PLLC

Open Sky Law is an immigration law firm in Kent, WA. Open Sky Law provides comprehensive representation to clients from all over the world who are seeking asylum, permanent residence, citizenship, and visas. We also defend individuals facing deportation from the United States and we are frequently engaged in litigation with the government in both individual cases as well as class actions.