



**Open Sky Law  
Paralegal (Full-Time)**

**SUMMARY**

The Paralegal will assist attorneys through: (1) communicating with clients; (2) managing cases and client calendars; (3) preparing and filing immigration petitions and supporting documentation. Types of cases our firm handles (but not limited to): humanitarian relief (asylum, Convention Against Torture, VAWA, U Visas), removal defense, visas, family-based petitions, detention representation, DACA, bond representation, naturalization, appeals work. This position requires substantial direct client interaction and collaboration with colleagues. In addition, the paralegal will correspond with U.S. Government and various county and state agencies.

**REPORTS TO**

Supervising Attorney & Senior Paralegal

**RESPONSIBILITIES**

- Meeting and assisting clients with preparation of forms and collection of supporting documents for final review by attorney.
- Maintain regular correspondence with clients.
- Maintain client files in electronic database and physical archive.
- Act as liaison between clients, attorney, and various government agencies.
- Submit records requests to various government agencies.
- Track filings and deadlines.
- Provide case status for client matters as requested by responsible attorney.
- Provide support to Receptionist and Legal Assistant by answering phone and conducting intake screen interviews for new clients.
- Ability and willingness to take on complex cases in new areas.
- Provide legal support to attorneys and Senior paralegal.
- Assisting attorneys with drafting declarations and the development of theories.
- Conduct legal and factual research.

**QUALIFICATIONS/SKILLS REQUIRED**

- Bachelor's Degree or Paralegal Certificate
- Minimum 2 years of previous immigration paralegal experience.
- Strong attention to detail and adhering to deadlines.

- Ability to handle confidential and sensitive materials with discretion.
- Excellent professional communication skills.
- Computer literacy: experienced with Microsoft Office, law research programs, databases, able to quickly learn new software.
- Problem-solving, multi-tasking and time-management skills.
- Works well under pressure, able to adapt in changing situations.
- Ability to work independently and as a team in a fast-paced environment.
- 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.