

## **Paralegal Student Intern**

The Immigration Department of Hanis Irvine Prothero, PLLC in Kent, Washington seeks to hire a paralegal student intern. This position will provide legal and administrative support to the attorneys and paralegals of the department managing a high-volume caseload of immigration legal applications. This intern position can be full-time or part-time, with flexible hours during the school year around your class schedule and with the opportunity for consideration for a permanent position.

### **Duties include:**

- Providing administrative support to the Immigration Department through answering phone calls and directing client inquiries to the appropriate staff member and assisting with the processing incoming legal correspondence.
- Preparing supporting documents and indexing and compiling evidence to be submitted with USCIS petitions and applications
- Translating client documents from Spanish to English and English to Spanish
- Preparing client legal and medical records requests and FOIA requests to state and federal courts and agencies
- Miscellaneous administrative legal support projects as needed.

### **Requirements:**

- Fluency in Spanish strongly preferred (written and oral)
- Paralegal coursework in immigration law or a demonstrated interest in immigration issues
- Prior work in an office environment preferred
- Proficiency with Microsoft Office and with typical office equipment including copy machines and scanners.
- Strong organization and attention to detail
- Ability to work independently, but function well within a team environment

### **Benefits:**

- Flexible work schedule. Although, this is an in-person position, hours are flexible and will accommodate student / work life.
- Paid vacation, sick leave and holiday pay based on average weekly hours.
- Full health insurance coverage for an average of 35 hours per week.

Our office is located in the heart of South King County and services clients throughout the state. Our suburban location offers an easy commute and free parking. The workplace environment is friendly and professional. Please e-mail a cover letter and resume to [bwalter@hiplawfirm.com](mailto:bwalter@hiplawfirm.com).