



Paralegal – Immigration & Youth Guardianship

Metz Law Group seeks an organized, compassionate, and detail-oriented Paralegal to support immigration and vulnerable youth guardianship cases. You will play a key role in preparing legal filings and ensuring compliance with state court and immigration procedures. Our firm is based in downtown Seattle.

Responsibilities:

- Manage cases from initiation through final resolution.
- Draft, assemble, and file immigration and guardianship documents.
- Coordinate with clients to gather necessary documents and case information.
- Research court rules, statutes, and procedures to ensure filing accuracy.
- Schedule interpreters and coordinate proof of service as required.
- Provide administrative support, including answering calls, emails, and ordering office supplies.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to handle sensitive information with discretion.
- Experience in immigration law or court filings preferred but not required.
- Spanish proficiency highly valued.

Metz Law Group, PLLC is dedicated to zealous advocacy, personalized client attention, and achieving justice for vulnerable populations.

The salary is \$50,000-\$75,000, depending on experience. Health insurance is included.

To apply: Submit resume and cover letter highlighting relevant experience to matthew@metzlawgroup.com.