



LEGAL ASSISTANT POSITION

Lal Legal APLC is an immigration law firm in Berkeley, California, founded by Prerna Lal, Esq. The firm handles all types of immigration applications ranging from I-9 compliance, corporate and employment immigration matters to family-based green cards, removal defense and appeals. Lal Legal APLC is seeking a full time legal assistant to work with the attorney, paralegal and Spanish-speaking clients. This position reports to the owner of the law firm. Essential responsibilities and duties are as follows:

Responsibilities

- Responsible for performing intakes with potential new clients
- Attend hearings at USCIS or Immigration Court as required
- Translate or interpret documents
- Assist with preparing and filing legal documents
- Other tasks as assigned by the attorney and paralegal

We are looking for someone who has: Certified Paralegal, Paralegal Degree or College Degree with work related experience in the immigration field.

Qualifications and Skills

- Fluent or native Spanish speaker
- Must possess strong technical skills, such as typing, and have a good working knowledge of MS Office, Adobe, and other case management software
- An attention to detail, as well as the ability to prioritize, organize and, multitask to meet daily deadlines
- Ability to follow oral and written instructions and correspond in a professional manner
- Strong interpersonal and communication skills with exceptional verbal, oral, and written business grammar
- Ability to prioritize and organize a high-volume caseload and to meet deadlines.
- Prior experience in a legal setting is preferred

Salary and benefits commensurate with experience. Please submit your resume and cover letter to the attention of the Office Manager at info@lallegal.com. Please do not call or email to inquire about the position. If you're selected for an interview, we will contact you.

Job Type: Full-time

Education: Bachelor's