

Nationalities Service Center Position Description

Position: Legal Assistant	Department: Legal Services
Reports to: Director of Legal Services	Revised: December 2009

Position Summary

Under the supervision of the Director of Legal Services, and working closely with other department staff, the Legal Assistant will assist in the provision of direct legal services to immigrants and refugees.

Essential Functions

1. Assistance to the legal services staff with the preparation of cases and documents, includes substantial client contact, writing motions and affidavits, conducting consultations, researching legal and factual issues
2. File management, includes maintaining organized files and filing system, and following protocols for opening and closing files
3. Maintenance of client information on immigration software and NSC database
4. Administrative tasks, include, but are not limited to, filing cases before USCIS and EOIR, mail management, photocopying, assistance with other office tasks as needed
5. Maintaining excellent communication with clients, includes answering and returning a high number of phone calls and emails
6. Outreach to client communities and organizations through public presentations
7. Performs administrative support services
8. Attends relevant workshops or trainings as necessary to maintain professional knowledge
9. Adheres to NSC's security guidelines and ensures the appropriate handling of sensitive information
10. Facilitates and attends relevant staff meetings to promote communication and execution of goals
11. Completes special projects specific to the function of the department or as needed for the department as directed by Supervisor
12. Completes other duties as assigned within the scope of position expectations

Knowledge, Skills, and Abilities

- Fluent in Spanish and/or French preferred
- Experience working with immigrants and refugees highly preferred
- Ability to work in a multicultural environment with excellent interpersonal skills
- Ability to multitask and prioritize
- Strong oral and written communications skills
- Ability to work well within a team and to work independently

Experience, Education, and Licensure

Minimum Education and/or Experience: Bachelor's degree from an accredited college or university in a related field of study, or 2 years of related experience

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to manipulate objects, tools or equipment; reach with hands and arms; balance; talk; and hear.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. Operate related office equipment and use necessary tools.
4. Specific vision abilities required by the job include frequent reading and close vision; distance vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to client and community locations.
3. Position may require occasional trips to attend conferences, seminars, and meetings.
4. Certain visits or work related appointments might be scheduled outside of traditional work hours as necessary.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.