

Job Description

Staff Attorney



TITLE: Staff Attorney
REPORTS TO: Managing Attorney/Office Director
TYPE OF POSITION: Full-time
OFFICE LOCATION: San Antonio, Texas
FLSA STATUS: Exempt

SUMMARY DESCRIPTION:

The staff attorney will provide high quality immigration legal services and education to low-income immigrants throughout Central Texas. Responsibilities include representation and consultations for individuals in removal proceedings (detained and non-detained) and pro se assistance to individuals through the Vera Institute's national Legal Orientation Program and Immigration Court Help Desk Program. Staff attorneys are also required to maintain program statistics, client database and files, and provide reports as required. Education and outreach to the immigrant community on various legal issues may also be required of the staff attorney. Changes in immigration policies and laws, and agency priorities may require changes in duties.

MAJOR DUTIES AND RESPONSIBILITIES:

- Screen and provide In-office legal consultations to individuals who are in removal proceedings before the Executive Office of Immigration Review (EOIR).
- Screen individuals for potential relief through weekly visits to the local detention facilities.
- Conduct weekly legal presentations and pro se workshops through the Legal Orientation Program (LOP)
- Represent eligible immigrants in bond and removal hearings before EOIR in San Antonio and in Pearsall, Texas.
- Mentor pro bono attorneys representing clients in removal proceedings.
- Participate in community education and outreach activities as needed.
- Maintain a client database and case files.
- Provide monthly statistical reports of caseload and program activities.
- Assume other legal duties to meet any changing needs of agency

REQUIRED WORK EXPERIENCE/SKILLS:

- Dedication to and experience serving low income populations and a demonstrated commitment to pursuing social justice.
- One – Two years of legal experience in immigration law, or in a non-profit organization serving low-income persons.
- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Excellent organizational skills and attention to detail.

REQUIRED EDUCATION/QUALIFICATIONS:

- JD from accredited university
- Bar Admission in any US state (Texas preferred)

PREFERRED EDUCATION/EXPERIENCE:

- Proficiency in another language
- Criminal Law background
- Immigration clinic experience
- Immigration court experience
- Other court experience