

Job Description

Staff Attorney



TITLE: Staff Attorney
REPORTS TO: Director of Legal Programs/Deputy Director
TYPE OF POSITION: Full-time
OFFICE LOCATION: Austin, Texas
FLSA STATUS: Exempt

SUMMARY DESCRIPTION:

The staff attorney will provide high quality immigration legal services to low-income immigrants throughout Central Texas. Responsibilities include representing immigrants who qualify for VAWA, U visas, T visas, representation and consultations for potential asylum seekers, Family Based clients, those detained by ICE, and other immigrants who may qualify for immigration relief. Staff attorneys are also required to maintain program statistics, client databases 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.

MAJOR DUTIES AND RESPONSIBILITIES:

- In-office consultation for clients including: VAWA, U visa, T visa, asylum, detention and removal, and any other applicable relief.
- Screen immigrants in detention (T Don. Hutto Residential Center) for eligibility for services provided by AG including U & T visa
- Represent eligible immigrants in petitioning for U & T visas, and in bond and removal hearings and before US CIS
- Mentor pro bono attorneys representing clients
- Participate in community education and outreach activities as needed
- Maintain client databases and caseload, as determined with supervisor
- Provide monthly statistical reports of caseload and program activities
- Other duties as needed

REQUIRED WORK EXPERIENCE/SKILLS:

- Dedication to and experience in serving low income populations and social justice generally
- 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 any other language
- Criminal Law background
- Immigration clinic experience
- Immigration court experience
- Other court experience