

# Job Description

## Staff Attorney



**TITLE:** Staff Attorney  
**REPORTS TO:** Legal 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.
- Provide Legal Orientation and pro se assistance to immigrants in detention at the T Don. Hutto Residential Center
- 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
- 1-2 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

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**WORK HOURS:** This is a full time, 40 hour per week position.

**LOCATION:** This opportunity is hybrid. High speed internet required.

**APPLY:** Please email resume and cover letter to [americangateways@gmail.com](mailto:americangateways@gmail.com)