



## Job Description Staff Attorney

**TITLE:** Staff Attorney

**REPORTS TO:** Managing Attorney

**TYPE OF POSITION:** Full time

### **WHO WE ARE:**

For more than 30 years, American Gateways has provided immigration legal services and advocacy to low-income immigrant individuals and families in Central Texas. With offices in Austin, San Antonio, and Waco, we provide exceptional legal services to low-income immigrants at no or low cost.

### **SUMMARY DESCRIPTION:**

The staff attorney will provide high quality immigration legal services to low-income immigrants in removal proceedings before the Immigration Court. Staff attorneys are also required to maintain data, case databases and files, and provide reports. Education and outreach to the immigrant community on various legal issues may also be required.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Manage a caseload of direct legal representation of detained and non-detained clients in removal proceedings before the Pearsall and San Antonio Immigration Courts.
- Coordinate & conduct monthly legal presentations and pro se clinics for those facing deportation.
- Screen individuals for potential relief through outreach events, clinics, in office walk-ins, referrals and/or through weekly visits to the local detention facilities.
- Mentor pro bono attorneys.
- Oversee the work of legal caseworkers or interns assisting in the representation of the clients.
- Participate in community education and outreach activities as needed.
- Provide monthly statistical reports of caseload and handle grant reporting.
- Other duties as needed.

### **REQUIRED WORK EXPERIENCE/SKILLS:**

- 1-2yrs. of legal experience in immigration law, or non-profit organization serving the low-income
- Fluent or have advanced proficiency in Spanish (written and spoken language skills).
- Ability to work in a collaborative and client centered work environment.
- JD from accredited university
- Bar Admission in any US state (Texas preferred)

### **PREFERRED EDUCATION/EXPERIENCE:**

- Proficiency in any other language
- Immigration clinic experience
- Immigration court experience

### **BENEFITS:** A position with American Gateways includes the following benefits:

- Full coverage health, dental/ vision insurance, with options for employee contribution to a deluxe plan.
- Full coverage for life insurance and short/long-term disability.
- Retirement benefits package
- Flexible Spending Account/Health Spending Account
- Paid time off, sick/medical leave, paid holidays plus a bonus extended holiday during the December holidays.
- Parental leave and bereavement leave.
- Employee training budget that renews yearly
- Flexible hybrid workplan



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**SALARY:**

Salary for this position starts at \$62,000 and increases based on relevant experience and education. All offers are reviewed and approved by the Union.

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

**HYBRID WORK PLAN:** This position will require working remotely and in-office at the assigned work location. Travel is required to detention facilities, Immigration Court and any other locations needed.

**TERM:** This position has received an initial funding commitment of 24 months but will continue if funding is secured.

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

*American Gateways is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you have a disability and would like to request an accommodation in order to apply for a position with the American Gateways, please call 210-521-5429 or contact [americangateways@gmail.com](mailto:americangateways@gmail.com).*