



Alianza NORCO's mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

## Legal Assistant Job Description

### **About the Organization:**

Alianza NORCO is a grassroots bilingual and multicultural organization with a small but growing staff. Our mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

### **About the Position:**

This full-time position requires an experienced, detail-oriented legal assistant. The legal assistant works with the staff attorney and aspiring accredited representatives and will perform varied tasks during the representation process. They ensure smooth running of the legal program and effective case management. They provide a broad spectrum of legal services under the supervision of the managing immigration attorney. They will also assist aspiring accredited representatives as needed. Applicants should demonstrate a commitment to Alianza NORCO's mission and values of advocacy and empowerment for our immigrant community.

### **Responsibilities include:**

- Provide administrative support and enhance office effectiveness
- Conduct intake and schedule Brief Advice meetings with staff attorney for clients who seek our services
- Along with staff attorney, meet with clients and gather case info
- Maintain client files by reviewing case notes, following up with client, logging events, and recording progress in INSZoom legal software
- Monitor deadlines and manage the legal program calendars
- Research and document country conditions, case law, and other supporting evidence
- Obtain and/or help draft client declarations and affidavits of other relevant witnesses
- Gather and arrange evidence for legal representative review and case preparation
- Help attorney draft relevant documents and fill out USCIS forms
- Photocopy and scan documents, and help prepare filings
- Maintain, review and prepare material for storage or destruction after case closing
- Inform our clients, their families and the community about available resources
- Document testimonials and client stories to aid our outreach and advocacy efforts
- Provide continuity and ensure follow-up for clients and survey respondents
- Welcome clients, clear messages from voicemail, open mail and advise staff of mail received, answer phones, and confirm next day appointments
- Provide training and assistance to volunteers

### **Required Skills**

**Communication skills.** The legal assistant will spend time assisting in the drafting of correspondence, pleadings, motions, briefs and other documents needed in preparation for filing. Because of this, excellent writing skills and attention to detail are crucial. Legal



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assistants must be able to document and present their research and related information to their supervising attorney or accredited representative.

**Technology skills.** The legal assistant needs to be familiar with using computers for legal research and litigation support. They also use computer programs for organizing and maintaining important documents. The legal assistant will use the Microsoft Office Suite, Adobe Acrobat Pro, and INSZoom for case management. In addition, the legal assistant should be familiar with video conferencing services such as Microsoft Teams and Zoom.

**Interpersonal skills.** The legal assistant will spend time working with clients and other professionals and must be able to develop good relationships and enjoy working in a collaborative, fast-paced setting. They must be able to make clients feel comfortable sharing personal information related to their cases.

**Organizational skills.** The legal assistant will be responsible for many cases at one time. They must be exceptionally organized and efficient, and maintain clear and easily accessible records. They must appropriately prioritize workflow, adapt quickly to changing deadlines and complete tasks in a timely manner. Overall, they enjoy handling details of multiple cases running in parallel and methodically creating and working through checklists.

**Research skills.** Legal assistants need good research and investigative skills to conduct legal research. They must also be responsive and act on time-sensitive inquiries. They can easily pivot when emergent situations arise and are able to triage to meet time-sensitive priorities.

#### **Required Qualifications:**

- 3+ years of experience as a Legal Assistant or Legal Secretary
- Familiarity with law, legal procedures and protocols
- Satisfactory knowledge of day-to-day operations of a legal office
- Computer literacy
- Bilingual in Spanish and English
- Working knowledge of case management software
- Excellent secretarial and organizational skills
- Ability to juggle multiple activities and work under pressure
- Bilingual in English and Spanish

#### **Location and Compensation:**

This is a full-time, non-exempt position based in Fort Collins, Colorado. The salary range is \$45,000-\$52,000 commensurate with experience.

#### **Benefits:**

- Generous Paid Time Off (PTO) for sick and vacation leave
- Medical, dental and vision insurance, mostly employer covered, beginning the first of the month following 30 days of full-time employment



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- Paid holidays, including the week between Christmas and New Year's
- Stipend for professional development, continuing education, and training

**Application Process:**

If you are interested in this position, please send a cover letter, your resume, a writing sample, and a list of references to [admin@alianzanorco.org](mailto:admin@alianzanorco.org). In your letter, explain why you want to work with Alianza NORCO and why you are a great fit for this position. Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

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Alianza NORCO is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. Alianza NORCO does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination.