



Paralegal (or Legal Assistant)

37.5 Hours per Week; Reports to the Legal Services Program Manager

The TASSC Paralegal or Legal Assistant will assist in the provision of high-quality immigration legal services to survivors of torture. TASSC legal cases consist mostly of affirmative and defensive asylum cases but also consist of related legal services to survivors seeking or who have sought asylum. This includes work permits, asylee relative petitions, adjustment of status, and naturalization. The Paralegal or Legal Assistant will assist in filling out immigration legal forms, perform administrative duties, and help with legal orientations, training, and workshops.

Responsibilities

- Assist with the preparation of immigration applications to be filed with USCIS and the Immigration Court, including asylum, work permits, asylee relative petitions, changes of address, adjustment of status, and naturalization;
- Help prepare for asylum interviews and immigration court proceedings by organizing exhibits and assisting with other tasks as needed;
- Answer phone, maintain voicemail, and respond to messages;
- Set up client appointments;
- Schedule interpreters and translators;
- Perform other administrative duties as assigned by the attorneys.

General Requirements

- Bachelor's Degree, or certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies.
- Minimal one year of recent Paralegal or Legal Assistant experience in immigration or public interest.
- Experience working with survivors of torture, sexual and gender-based violations, or populations that have experienced trauma.
- Excellent oral and written communication skills in English.
- Fluency or near-fluency in a second language is preferable – particularly Amharic, French, or Spanish.
- Strong office administration skills and experience.
- Strong organizational skills, ability to manage caseload, strict deadlines, and other tasks simultaneously.
- Proficiency in Microsoft Word, Outlook, and basic legal case management software.
- Ability to pay keen attention to detail.
- Must be reliable and have a professional demeanor.
- Must be able to deliver services using a trauma-informed and client-centered approach.
- Must be able to maintain confidential client information.

The Paralegal or Legal Assistant should have a strong commitment to public interest law and to the enfranchisement and empowerment of survivor communities.