



Immigration Paralegal Job Description

Location: Glenwood Springs, Colorado
Schedule: 40 hours per week, Monday through Friday
Salary: \$62,000 - \$82,000, depending on experience

Responsibilities include:

- Conducting initial meetings with clients to gather information about their case.
- Maintaining regular communication with clients, providing updates on case progress, and answering their questions.
- Potentially translating documents or serving as an interpreter during client meetings.
- Assisting clients with completing and filing various immigration forms and applications.
- Organizing and preparing petition packets for submission to USCIS and other relevant agencies. This includes drafting cover letters, copying, scanning, and preparing packets for mailing or online filing to USCIS and EOIR, and dropping off packets for mailing at USPS or FedEx.
- Reviewing documents for accuracy and completeness, ensuring compliance with immigration laws and regulations.
- Conducting legal research on immigration laws, regulations, and case precedents.
- Analyzing case documents and evidence to identify potential legal issues and strategies.
- Maintaining organized case files, tracking deadlines, and monitoring case progress.
- Assisting attorneys with preparing for court hearings and client interviews.
- Preparing client personal declarations, translated into English
- Performing various administrative duties, such as scheduling appointments, managing correspondence, and maintaining case files.
- Utilizing immigration-specific software and tools for case management and document preparation.

Qualifications and Skills:

- A bachelor's degree in paralegal studies or a related field and/or paralegal certification from an accredited paralegal program is preferred.
- Proficiency in English and Spanish is required.
- Excellent communication, interpersonal, and organizational skills, as well as attention to detail are essential.

Interested candidates, please email a cover letter and resume (including 3 professional references) to office@alpinelegalservices.org

Alpine Legal Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.