

LEGAL ASSISTANT JOB DESCRIPTION

Title: Legal Assistant	Current as of: October 2021	FLSA Status: Nonexempt
Entity: LUPE	Department: Immigration Services	Reports to: Attorney

SUMMARY

La Unión del Pueblo Entero, LUPE is a social justice, community-building, membership organization, founded by Cesar Chavez and Dolores Huerta. The Legal Assistant will have a unique opportunity to join a skilled and innovative team within a rapidly growing, digital-driven organization at the forefront of immigration in the borderlands.

A Legal Assistant provides legal support to our attorney by researching case law, developing case information, gathering evidence, and researching various types of relief for the client; tracking cases internally and in the court; and supporting the attorney with removal defense cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software (Docketwise); confirming case status with attorney.
- Helps develop cases by maintaining contact with people involved in the case; scheduling meetings; preparing and sorting evidence submitted by the client; preparing and filing requests to the government; assisting in preparing responses to government counsel.
- Keeps clients informed by maintaining contact; communicating case progress.
- Supports case preparation by preparing case summaries and materials for upcoming hearings; assist in preparing pleadings and motions; monitoring and obtaining government requests; organizing materials for case review.
- Enhances immigration proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Complete administrative duties such as making copies, answering and directing phone calls and greeting clients.
- Maintain client contact list

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiarity with law, legal procedures and protocols, and the immigration court system.
- Bi-lingual (English, Spanish)
- Strong verbal skills and good people skills

- Willingness to work long and irregular hours
- Indigenous to the community/region
- Must be proficient with Microsoft® Office applications (Word, Excel, Outlook / Outlook Express, Internet Explorer); familiarity with Docketwise a plus
- Highly organized and detailed oriented
- Handle pressure well and understand the importance of deadlines.
- Know how to relate to people in a variety of situations, be highly trustworthy, discreet, and use good judgment.
- Able to take direction and work independently with little or no supervision
- Reliable vehicle

EDUCATION and/or EXPERIENCE

Requires at least two years of college or equivalent certification, in addition to (2) years experience working as a legal assistant or legal secretary, and (2) years' experience working with low-income community members. Commitment to the mission and ideals of the Farm Workers Movement are essential.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals and governmental regulations. Ability to write reports and general correspondence. Ability to effectively present information and respond to questions from groups of members and residents. Must have excellent verbal and written communication skills in Spanish and English.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate, though may be loud at rallies and similar events.

BENEFITS (After 3 months of full-time employment)

- \$9,000+ in healthcare insurance (medical & dental) paying for the employee, spouse, and children under 26 years old (eligible after 3 months of employment)
- \$8,000.00 death insurance

- 401K Plan
- Mileage reimbursement
- 40 hours paid vacation year one; 80 hours paid vacation years 2-8; 120 hours paid after year 8
- 8 hours Personal Time Off
- 10 Paid Holidays
- Yearly Cesar Chavez Day of Service
- End of the year bonus, as appropriate
- Yearly salary increase, as appropriate

CONTACT

Interested applicants, please email one file containing a cover letter and resume to our Director of Operations, Esther Herrera (no phone calls please) at jobs@lupenet.org. Please reference "Legal Assistant" in the subject line of your email.