Law Firm of Anayancy R. Housman

Title: Immigration Paralegal

Location: 453 Westminster Avenue, Elizabeth, NJ 07208

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Start Date: ASAP

Job Description: Paralegal must have 1 year experience. This position requires strong written and verbal communication skills. The paralegal will prepare petitions, application, I-601A waivers, and immigrant visa applications, under direct attorney supervision. This position will compile and analyze case facts, drafts correspondence, maintain and organize client documentation and files, while maintaining direct contact with multiple attorneys.

Primary Responsibilities:

- Prepares drafts of various legal documents
- Prepares work product with high attention to detail
- Provides high-touch client service by regularly communicating and collaborating with clients and attorneys

Qualifications:

- Paralegal certification/Bachelor’s degree from accredited college or university
- Must have 1 year of experience
- Bilingual (English/Spanish)
- Must have excellent communication skills, written and verbal
- Must be willing to work overtime, as needed

Application Instructions: Please e-mail cover letter and resume to elizabeth@anayancy-housman.com.

About the Organization: The Law Firm of Anayancy R. Housman provides equal employment opportunities (EEO) to all employees and applicants for employment and complies with applicable state and local laws governing nondiscrimination in employment.

Our Firm offers: Paid Time Off, Sick Time, a 401K matching program, Profit Sharing, Paid Holidays, and affordable Health Insurance.