

## **Attorney Job description**

Scope of Duties and Responsibilities.

Immigration attorney shall:

- Provide Legal Assistance and Counsel. Interpret and provide advice on immigration, citizenship and political asylum. The Attorney will be required to provide immigration services to IEDA Relief clients including but not limited to:
  - citizenship applications,
  - family petitions,
  - adjustment of status applications,
  - DACA- DAPA applications and
  - asylum petitions.
- Represent IEDA Relief clients in immigration proceedings in U.S. Immigration Courts.
- The candidate will troubleshoot and establish case strategy.
- Draft and file petitions/applications.
- Communicate with clients regarding case processing and procedural issues.
- Supervise the Legal Admin Associate to update and manage case status reports.
- Assist in developing the Agency's Legal assistance program.

## **Qualifications:**

The candidate must have a J.D. degree from an ABA-approved law school and be an active member in good standing of the State Bar of Texas. Proficiency in the Spanish language is required.

**Wages:** Pro bono or negotiable contract

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