



Catholic Charities Atlanta Immigration Legal Services is seeking a full time paralegal to join our team. The position is eligible for full benefits. The position is grant funded and applicant will be eligible for other CCA positions if they become available after the grant funding has ended.

The paralegal will provide administrative support to the attorneys in the Immigration Legal Services team in our offices on the north side of Atlanta. The work includes maintaining client contact, completing and organizing client applications, and maintaining client files. The paralegal will work with clients on their immigration cases, communicating with clients in both English and Spanish verbally and in writing. Candidates **must** be fluent in both Spanish and English.

SPECIFIC RESPONSIBILITIES:

- Assist staff attorneys and accredited representatives and counselors in all aspects of their caseloads.
- Assist clients, attorneys, and accredited representatives in the preparation of files, including obtaining documents from clients.
- Assist clients with completing and filing all applicable applications.
- Return clients' calls to address their concerns and to help in the follow-up of the case.
- Participate in outreach activities and agency-wide events.
- Help with administrative management of the electronic and paper files (ie. making copies, filing, entering notes).
- Responsible for the accurate and confidential maintenance of client files, records and statistics.
- Audit client files, as assigned, and record the results of the audit.
- Conduct the Legal Orientation Program for Custodians ("LOPC") in the office and at the Atlanta Immigration Court.



- Conduct LOPC presentations that clearly present the relevant information for attendees, both in the office and at off-site locations including the Atlanta Immigration Court.
- Make LOPC reminder calls and texts messages and assist in managing LOPC data.

Interested candidates should submit a Cover Letter, specific to this position, and a Resume to ccaemployment@c atlanta.org