

Jackson & Hertogs LLP is one of the most respected names in employment-based immigration law. Our office is located in San Francisco's South Financial District (near Embarcadero BART). We have an informal dress code and a relaxed working environment, with attorneys who combine problem-solving skills with diligent time management.

Senior Associate

We seek experienced associate attorneys who will work with our partners in a multi-faceted role to work on a wide range of employment-based immigration work. The associate will prepare various types of nonimmigrant visa petitions for engineering and scientific professionals, and also immigrant visa petitions and PERM labor certifications. Our firm's focus is on representing employers and their employees.

Qualified applicants must

- Be licensed to practice law in at least one state in the U.S.
- Possess at least 7 years of experience in high-volume employment-based immigration law.
- Have experience with PERM, H1-B, L-1, E-1, E2, O-1, TN's etc
- Have represented both "large-cap" publicly-traded companies and emerging startup companies.
- Have experience maintaining daily correspondence with HR contacts, including the running of database reports to manage caseload.
- Have independently managed corporate accounts.
- Have advised clients on complex immigration matters in advance of preparing visa petitions.
- Possess strong legal research and writing skills, with experience responding to RFEs.
- Must experience supervising paralegal and administrative staff.
- Ability to multi-task in a fast-paced environment with competing demands
- Demonstrate flexibility and initiative regarding assignments for self and team.
- Proficiency with the entire MS Office suite of software, along with immigration database/forms software.

Associate

Qualified applicants must:

- Be licensed to practice law in at least one state in the U.S.
- Possess at least 3 years of experience in employment-based immigration law.
- Have handled a wide range of employment- and family-based immigration petitions and applications, without supervision.

- Have experience maintaining daily correspondence with HR contacts, including the running of database reports to manage caseload.
- Possess strong legal research and writing skills, with experience responding to RFEs.
- Proficiency with the entire MS Office suite of software, along with immigration database/forms software.

Only applicants who meet all of the requirements and submit complete applications will be considered. Complete applications include a cover letter, resume, writing sample, and references with complete contact information. Please submit your application via email hr@jackson-hertogs.com or to Human Resources, Jackson & Hertogs LLP, 201 Mission Street, Suite 700, San Francisco, CA 94105. All applications will be treated confidentially.