

Interested applicants should send a resume, cover letter, and list of 3 references to raha.jorjani@acgov.org as soon as possible but no later than May 31, 2020. Please be advised that an offer may be made before May 31, 2020 if the right candidate is found so candidates are encouraged to submit their applications as soon as possible.

Secretary I

The Immigration Representation Unit of the Office of the Alameda County Public Defender is seeking to hire a full-time Administrative Assistant/Legal Secretary to provide support to Public Defender Immigration Attorneys.

Description

Under general supervision, to provide administrative support by performing a wide variety of secretarial and clerical duties; and perform other related duties as required, including a variety of legal secretarial duties.

DISTINGUISHING FEATURES

This classification is dedicated entirely to administrative and legal support of the Immigration Defense Attorneys or Attorneys of the Office of the Alameda County Public Defender.

The Immigration Secretary is responsible for scheduling attorneys' calendars, composing correspondence of a general and confidential nature through oral directions, answering phone calls for the attorneys, and relaying accurate information to staff, court personnel, judges, witnesses, and clients.

EXAMPLES OF DUTIES

Note: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Answer telephone, screen calls and receive clients; exercise judgment in providing information requested.
2. Sort, screen, prioritize, and route mail received by immigration attorneys.
3. Set up, organize and maintain attorney files and index for quick reference; close completed cases, notify all concerned parties and prepare for storage.

4. Check legal documents for correctness and completeness; file legal documents with court clerks and serve opposing counsel (usually the Department of Homeland Security) by mail, courier, or in-person delivery.
5. Send necessary copies of pleadings by mail to clients and other persons involved, and keep clients informed of upcoming interviews, fingerprint appointments, attorney meetings, and court appearances.
6. Schedule attorney's calendar for meetings, conferences, speaking engagements, court hearings, document deadlines, and USCIS interviews.
7. Compose routine correspondence regarding the status of a particular case or action.
8. Communicate with clients to obtain specific information identified by attorney.
9. Prepare documents to be submitted to the Immigration Court in compliance with the Immigration Court Practice Manual, including tabbing, indexing exhibits, pagination, hole punching, and copying.
10. Arrange for delivery of documents, where applicable, by special couriers, including UPS, Federal Express or other mail carrier used by the office to ensure certain and timely deliveries of significant documents.
11. Completing requests for contract services, communicating with vendors to arrange services, and assisting vendors in securing compensation for services.
12. Requesting and obtaining copies of police records, conviction records, FBI Rap Sheets, and other documents related to a client's full criminal history.
13. Gathering letters of support and other necessary documentation from clients, family members, and community members in timely manner.
14. Assembling and submitting attorney reimbursement requests.
15. Fill out basic immigration forms including G-28, E-27, E-28, I-765, I-485, I-360, I-589, E42A, E42B, E26(a), and G-325.
16. Scan documents as needed for electronic record keeping and upload documents as needed to JCATs.
17. Translate documents from Spanish to English for use in Court or USCIS proceedings. Assist with translation during meetings between attorney and client.

18. Communicating professionally with Immigration & Customs Enforcement Officers regarding various needs of detained clients and arranging attorney visits with detained clients.
19. Keeping updated records of client contact information and timely submitting Change of Address Forms to the Immigration Court and USCIS as needed.
20. Conducting online searches for basic country conditions evidence and human rights reports.
21. Edit briefs, motions, pleadings for general typos, correct grammar, and correct spelling.

Minimum Qualifications

- 1-3 years experience working in a legal environment (number of years required depends on various factors/please inquire).
- Must be fluent in speaking, reading, and writing Spanish.
- Must be able to type into a word processor at a minimum of 50 words per minute from clear copy.

Preferred Qualifications

- Experience as an administrative assistant, legal secretary, or paralegal in a law firm, court, legal non-profit, or other immigration law-related organization.

Knowledge and Skills

Knowledge of:

- Modern office practice and procedures, including business correspondence, record keeping systems, and standard office equipment operations.
- Business English usage, grammar, spelling, vocabulary and punctuation.
- Business letter writing and proper format for typed materials
- Proper telephone etiquette and procedures
- Law office practice
- Ability to comply with confidentiality requirements
- Immigration experience is a plus

Ability to:

- Identify and correct Basic English usage errors in documents
- Prepare legal documents from general instructions
- Organize and maintain legal files and records
- Plan and organize
- Make decisions and use good judgment
- Analyze and problem solve
- Work independently in the absence of specific instructions
- Interpersonal sensitivity
- Communicate effectively orally and in writing
- Compose correspondence independently.
- Establish and maintain effective working relationships with co-workers and the general public.
- Organize and prioritize work load; complete work under time deadlines.