

Associate Attorney

Jewell Stewart & Pratt PC, a nationally-recognized business immigration law firm in San Francisco, has an opening for an associate attorney. You will work primarily with our firm's NIV or PERM/I-140/AOS groups. This is an exciting time to be part of an ever-changing area of law, and a great opportunity to join a fast-paced firm of stellar staff.

Responsibilities

- Prepare immigration applications and petitions for submission to U.S. government agencies.
- Correspond and/or meet with clients to gather documents and information and to guide them through various visa processes.
- Use case management system/database, various firm systems, and project management skills to monitor case milestones, follow up with clients, and meet both legal and client-relations deadlines.
- Exercise meticulous attention to detail to produce error-free forms, correspondence, and related legal work product.
- Prepare and represent clients at government interviews.
- Case intake and business development, including client trainings.
- Other tasks as required to meet client and firm needs.

What we are looking for

- Minimum 3-5 years of business immigration experience.
- Experience managing a paralegal(s).
- Ability to work at a fast pace and prioritize your workload.
- Ability to communicate effectively and precisely, both in writing and orally.
- Incisive analytical and problem-solving skills.

Requirements

- Strong organization, attention to detail, and communication skills.
- Intermediate MS Office skills: Word, Excel, and Outlook.
- Demonstrated initiative, resourcefulness, and good judgment.
- Desire to learn and grow in the field of immigration law.
- State bar license.

What we offer

- Small-firm collegiality with big-firm benefits.
- Compensation commensurate with experience.

- Training, open-door support, and room to advance.
- Work with top professionals in the field, and great clients.

Does JSP sound like the type of law firm where you can thrive? If so:

- Apply to careers@jspvisa.com with “Associate Attorney” in the subject line
- For consideration, application must include all of the following:
 - Resume
 - Original writing sample
 - Salary requirements

U.S. bar-admitted lawyers only, please. We are not working with recruiters to fill this position.