



Business/Employment Immigration Paralegal

Van Der Hout LLP is a nationally renowned, full-service immigration and nationality law firm located in the San Francisco Financial District. The firm was founded in 1980 and represents a wide range of clients.

The firm is seeking to fill a paralegal position for its expanding employment and family-based immigration practice. The paralegal will assist attorneys in preparation of non-immigrant and immigrant visa petitions, including PERM Labor Certification Applications. The paralegal may also prepare applications for adjustment of status and naturalization.

The successful candidate must be able to work with moderate supervision and guidance in reviewing case documents and preparing employment based immigration applications for filing with various government agencies. Communicate with clients and foreign nationals regarding procedural and case processing issues. Review and approve client billing under supervision of attorney. Oversee status of cases using case management and billing systems. Run reports to monitor deadlines.

Requirements: Bachelor's degree or Paralegal Certificate. 1-2 years of experience at an immigration law firm preparing and filing PERM Labor Certification Applications. Excellent organizational and English writing skills. Demonstrated proficiency with case management software and other reporting tools and technologies used to manage data and information. Competitive salary and benefits.

Please note that this is NOT a remote position. Must be available to work out of our San Francisco location.

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM REQUIREMENTS.

IMPORTANT APPLICATION INSTRUCTIONS:

- PLEASE DO NOT APPLY IF YOU ARE A LAW SCHOOL GRADUATE OR AN ATTORNEY
- PLEASE APPLY VIA LINK: <https://vblaw.bamboohr.com/jobs/view.php?id=39>