

## ***Legal Assistant Position***

The Law Offices of Fellom and Solorio is an immigration law firm in downtown San Francisco focusing on all aspects of family-based immigration law and removal/deportation defense. We are seeking a full-time Legal Assistant who is bilingual in English and Spanish (must be fluent). The applicant must have the following requirements:

- Be a quick learner, a team player, assertive and flexible
- Have the desire to work with immigrant families
- Have excellent writing skills in both English and Spanish
- Have the ability to meet and prioritize deadlines
- Have the ability to handle and organize a high-volume caseload
- Assist attorneys in specific administrative jobs

Salary and benefits can be discussed during the interview.

To apply, please e-mail your cover letter and resume to:  
[counsel@fellomandsolorio.com](mailto:counsel@fellomandsolorio.com)