

## **Job details**

Salary

\$45,000 - \$74,963 a year

Job Type

Full-time

Number of hires for this role

2

## **Qualifications**

- - US work authorization (Required)
  - Bachelor's (Preferred)
  - Microsoft Office: 2 years (Preferred)
  - Paralegal: 2 years (Preferred)
  - Immigration law: 1 year (Preferred)

## **Benefits**

### **Pulled from the full job description**

Health savings account

Health insurance

Dental insurance

401(k)

Flexible spending account

Paid time off

Employee assistance program

Vision insurance

401(k) matching

Life insurance

Referral program

Retirement plan

## **Full Job Description**

Immigration Specialist/Paralegal - legal/paralegal - job employment Jackson & Hertogs is a fast-paced business immigration law firm specializing in the high-tech industry. We have an opening for Immigration Specialist.

Responsibilities include providing high level client support while preparing a variety of immigration cases including H-1B, TN, L-1, and nonimmigrant petitions and applications, PERM labor certification applications and Adjustment of Status/Consular Processing

applications. This position works under the direct supervision of an attorney and requires someone who can work well under deadlines and prioritize his/her assignments.

The minimum requirement for this position is a bachelor's degree with excellent writing skills and 2 years of experience working in business immigration. Proficiency working with an immigration case management database software is required with experience in LawLogix preferred.

Per California legislation AB 1761, Immigration Specialists are required to have a bachelor degree and one of the following: one full year of law related work experience under the supervision of a licensed attorney who has been a member of the State Bar of California for at least the three preceding years and who has signed a written declaration that the candidate is qualified to perform paralegal task; certificate of completion from a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses; paralegal certificate obtained through a paralegal studies program approved by the ABA or from an accredited college or university.

J&H is a team environment, and we work to achieve a common goal: obtain approvals of applications and petitions from immigration and labor authorities within the shortest period of time and as economically as possible without sacrificing quality of work. Administrative staff members support this goal by building upon a foundation of quality work, attention to detail and positive rapport with their attorney and clients.

Due to COVID-19, our office has been working partially remotely and partially in office with reduced staffing. We comply with all city and state regulations regarding COVID-19 safety measures. This position will be remote initially, but training may take place at the office and you may be asked to work in the office one to two days a week.

In addition to competitive salaries, we offer a rich benefits program, a team-oriented work environment and the opportunity to excel in a quality organization. To apply, please send a cover letter/statement summarizing your qualifications along with your current resume and a recent writing sample to:

Jackson & Hertogs

909 Montgomery Street, Ste 200

San Francisco, CA 94133

Job Type: Full-time

Pay: \$45,000.00 - \$74,963.00 per year

Benefits:

- 401(k)

- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

All must wear masks in the office at this time and must be current with vaccination.

Education:

- Bachelor's (Preferred)

Experience:

- Microsoft Office: 2 years (Preferred)
- Paralegal: 2 years (Preferred)
- Immigration law: 1 year (Preferred)