



**JEWELL STEWART PRATT  
BECKERSON & CARR PC  
IMMIGRATION LAWYERS**

**Job Title:** Associate Attorney (Business Immigration)

**Location:** San Francisco, CA

**Pay Range:** \$86-126k

[Jewell Stewart Pratt Beckerson & Carr PC](#), a nationally recognized San Francisco (FiDi) business immigration law firm, has an opening for a full-time Associate Attorney on its PERM/I-140/AOS team. This is an exciting time to be part of an ever-changing area of law, and an opportunity to join a fast-paced firm of stellar lawyers and staff.

### **Responsibilities**

- Prepare immigration applications and petitions for submission to U.S. government agencies.
- Correspond and 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**

- Desire to learn and grow in the field of immigration law.
- Ability to work at a fast pace and prioritize your workload.
- Demonstrated initiative, resourcefulness, and good judgment.
- Strong writing; ability to communicate effectively and precisely.
- Strong organization, attention to detail, and communication skills.
- Analytical and problem-solving skills.

### **Requirements**

- JD or bar-admitted (pending results ok).
- 2+ years of experience in business immigration law.
- Intermediate MS Office skills: Word, Excel, and Outlook.
- INSZoom experience preferred.

## **What we offer**

- Small-firm collegiality with big-firm benefits.
- Compensation commensurate with experience.
- Training and open-door support.
- Work with top professionals in the field, and great clients.

**Does this sound like the type of law firm where you can thrive? If so, apply now for consideration.** <https://www.indeed.com/job/business-immigration-attorney-534ffa87cfcd007c> or email your resume to [shawn@strategichradvisory.com](mailto:shawn@strategichradvisory.com).

*Jewell Stewart Pratt Beckerson & Carr PC is an equal opportunity employer. We value diversity and offer a welcoming environment to all.*