



FRANCO LAW GROUP

IMMIGRATION ATTORNEYS

ZEALOUS IMMIGRATION FIRM SEEKING LEGAL ASSISTANT/ PARALEGAL

The Franco Law Group, A Professional Law Corporation (FLG) is seeking a LEGAL ASSISTANT/ PARALEGAL to start immediately and join our passionate twelve person legal team at the Los Angeles office. The Franco Law Group is headquartered in East Los Angeles with offices in Downtown San Diego.

ABOUT THE FRANCO LAW GROUP ("FLG"): FLG is a fierce and reputable law firm that aggressively advocates for the immigrant community. FLG focuses on individual care and respect, treating every client as a family member. FLG offers representation on a wide variety of issues facing the immigrant community: immigration court, including asylum, non-immigrant visas, victims of crime and assault, citizenship and residency, consular processing, Violence Against Women's Act, deportation and removal. More importantly FLG is committed to helping the most vulnerable immigrant community providing free legal services to the elderly, infirm, disabled, and unaccompanied minors.

www.FrancoLawGroup.com

REQUIREMENTS:

- Candidate must have excellent computer skills. Attention to detail is a must.
- Candidate must be organized, proactive, precise, personable and work well with different backgrounds and personalities.
- Candidate must be a self-starter and self-motivated who can handle multiple priorities, deadlines, and projects at once.
- Needs to possess excellent written and verbal communication skills.
- Must possess great organizational skills and be able to handle multiple cases at one time while treating every case with the same importance and urgency.
- Being compassionate and empathetic is a must.

The legal Assistant's responsibilities will include but are not limited to:

- Drafting of petitions and applications, conducting research, analyzing legal resources, corresponding with clients and government officials, filing documents at court and immigration offices, and assisting with special projects as necessary.

SKILLS/QUALIFICATIONS: PC Proficiency, Professionalism, Meeting Planning, Reporting Skills, Scheduling, Telephone Skills, Multi-tasking, Legal Administration Skills, Client Relationships, ETC.

LANGUAGE: Speaking, Reading, and Writing Spanish Proficiency is **REQUIRED**.

EDUCATION: Assistant should have a bachelor's degree.

* Office is willing to train in immigration law.

Job Type: Full-time

Please submit resume to Attorney Lizbeth Iñiguez at Iniguez@FrancoLawGroup.com