



## Job Description

**POSITION TITLE:** Legal Assistant  
**SUPERVISED BY:** Managing Attorney  
**CLASSIFICATION:** Non-Exempt, full time  
**SALARY:** \$20.22 - \$26.64/hr  
**LOCATION:** 95825, Sacramento

**ABOUT US:** Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

**Ideal candidate:** The ideal candidate is organized, proactive and solution-oriented, is detail oriented, and has strong and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

**Responsibilities:** The essential duties and responsibilities of this position include the following:

- Under the direction of the Managing and Staff attorneys, prepare USCIS forms for DACA, Naturalization, Adjustment of Status, and other immigration remedies
- Provide administrative support to Managing and Staff attorneys as needed, including managing client scheduling and communication regarding progress of case, maintaining client case file management system, data entry to ensure grant compliance
- Assist in both verbal and written translation
- Assist with client declarations and document gathering

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**REQUIREMENTS/COMPETENCIES**

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- **Adaptability:** Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- **Attendance/Punctuality:** Be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- **Computer skills:** Must have basic computer abilities including Microsoft Office (Word, Excel), and a willingness to learn other programs maintained by the agency
- **Diversity:** Show respect and sensitivity for cultural differences. Ability to provide culturally-sensitive counseling and case management.
- **Interpersonal Skills:** Focus on solving conflict, not blaming; maintain confidentiality; keep emotions under control; remain open to others' ideas and try new things.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment.
- **Organizational Support:** Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- **Planning/Organizing:** Prioritize and plan work activities; use time efficiently.
- **Problem Solving:** Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations.
- **Professionalism:** Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries, becoming neither under- nor over-involved in clients' personal matters. Use professional judgment when interacting with client in social setting.
- **Quality Management:** Requires being careful about detail and thorough in completing work tasks; look for ways to improve and promote quality.
- **Teamwork:** Balance team and individual responsibilities; contribute to building a positive team spirit.
- **Written/Verbal Communication:** Write/speak clearly and informatively in English and Spanish

**Required Qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

- High levels of attention to detail and demonstrated ability to adhere to organizational policies and procedures.
- Familiarity with clerical or administrative office support.
- Ability to collaborate effectively with colleagues while maintaining confidentiality.
- Possession of a valid driver's license and vehicle insurance.
- Fluency or high proficiency in spoken Spanish

**Preferred Qualifications:** The requirements listed below are not required but are desired.

- Previous experience with clerical, administrative or operational office support.
- Familiarity with immigration legal services
- Proficiency in written Spanish

**Physical requirements and work environment:** The following demands are representative of the physical conditions necessary for an employee to successfully perform the essential functions of the

**Legal Assistant** position. Reasonable accommodation can enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers to handle or feel and manipulate keys on a keyboard; the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**How to apply:** Candidates should email **a resume and cover letter** to [humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org) Include “Legal Assistant” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants, and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.