POSITION TITLE: Staff Attorney  
SUPERVISIED BY: Managing Attorney  
FLSA CLASSIFICATION: Fulltime, Exempt  
REVISION DATE: June 2020

SUMMARY: The Immigration Legal Services (ILS) Staff Attorney provides high-quality, client-centered immigration legal services including family-based immigration, humanitarian relief, and removal defense to low-income immigrants who would not otherwise be able to afford this legal assistance.

ESSENTIAL JOB FUNCTIONS:  
The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization:

- Provide consultations to screen and counsel potential clients for various forms of immigration relief
- Prepare applications for immigration relief for eligible applicants, including but not limited to applications for Adjustment of Status, family-based petitions and waivers of inadmissibility, U visas, T visas, VAWA, Special Immigrant Juvenile Status, DACA, Naturalization, and Asylum
- Represent detained and non-detained clients in removal proceedings before the Sacramento and San Francisco EOIR in applications for non-LPR and LPR Cancellation of Removal, Asylum/Withholding/CAT, waivers, bond hearings, and all other forms of relief for which a respondent in removal proceedings might be eligible
- Participate in community outreach presentations and events, including consultations at local colleges, community centers, and detention centers
- Maintain case files in accordance with existing office procedures; use online case management software and grant tracking databases

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

- **Adaptability:** Adapts 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:** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Client services:** Manages difficult or emotional client situations; responds promptly to client needs; responds to requests for service and assistance; meets commitments.
- **Delegation:** Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Diversity:** Shows respect and sensitivity for cultural differences. Ability to provide culturally-sensitive inputs to staff and clients, and to take cultural differences into account in program design and leadership.
- **Innovation:** Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and to trying new things.
• **Organizational Support:** Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

• **Planning/Organizing:** Prioritizes and plans work activities; uses time efficiently.

• **Problem Solving:** Identifies and resolves problems in a timely manner; gathers and develops alternative solutions; works well in group problem solving situations.

• **Professionalism:** Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; maintains healthy communication and proper boundaries.

• **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

• **Written/Verbal Communication:** Writes/speaks clearly and informatively.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position unless doing so would impose an undue burden on the organization.

• **Education and/or Experience:** JD degree from an accredited law school and admission to bar in any state; demonstrated interest and/or experience in immigration law

• **Language Skills:** In addition to the ability to read, analyze, write, and communicate effectively and persuasively in English, proficiency in Spanish is strongly preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

• Possession of a valid driver's license and vehicle insurance.

• Licensed to practice law in any U.S. state, however, admission to the California bar is preferred as the Staff Attorney may appear before state court judges in SIJS petitions

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Staff Attorney position. Reasonable accommodation can be made to enable people with disabilities 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 to 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:**

Interested candidates should email a resume and cover letter to: humanresources@openingdoorsinc.org. Include “Staff Attorney – [Your name]” in the subject line.

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