



CATHOLIC CHARITIES, ARCHDIOCESE OF SAN ANTONIO, INC
Immigration/Civil Litigation Attorney
Job Description

Position Title: Immigration/Civil Litigation Attorney
Reports to: Program Director
Status: Full Time/Exempt w/benefits

Description: Attorney licensed in any U.S. State in good standing, Texas license preferred.

Job Summary:

Provide legal services in the form of representation to potential clients and clients in the area immigration and general civil litigation, including family law and civil disputes. Representation and preparation of immigration applications, removal proceeding representation, bond hearing, asylum and deportation representation. Assisting in outreach and community advocacy.

Essential Job Function:

- Will provide legal consultations in the area of immigration.
- Will assess and determine if Caritas Legal Service is able to provide representation
- Attend hearings with client or interviews.
- Will assist in collaborating with other organization to provide legal services
- Will work with assigned staff to organize and structure volunteers in need.
- Maintain financial expenditure of fund to be allocated for grants and funding sources.
- Participate in Department sponsored functions.
- Complete reports to monitor funding and services provided.
- Maintain client contact for any clients
- Prepare necessary pleadings, discovery and legal documents
- Appear in court and represent clients for hearings, motions or trial in immigration court.
- Assist with client representation with any client being serviced by the program when necessary, whether immigration or non-immigration.
- Assist with USCIS interviews and any grant compliance reporting
- Adhere to agency policies and procedures
- Engage in collaborative project within the agency and in the community as determine by the Director
- Represent client in general civil legal matters in County and District Court
- Represent clients in immigration litigation matters.

Knowledge, Skills and Abilities:

- Some knowledge in immigration law and general civil law

- Knowledge of modern office procedure and business communications;
- Computer skills with knowledge of Microsoft Office;
- Ability to establish priorities and work independently;
- Ability to maintain high levels of confidentiality and professionalism;
- Bilingual in Spanish preferred

Work Conditions:

- Ability to work under pressure and meet organizational deadlines
- Ability to work after hours and some weekends
- Ability to travel within the Archdiocese area when necessary for outreach and client representation
- Mostly sedentary with light walking 50% of the time
- Must be able to bend, stoop, light lifting
- Must have personal, reliable transportation, clean driving record and current vehicle liability insurance
- Must be able to lift a minimum of 10-15 lbs.

COMMENT: WORKING ENVIRONMENT:

Credentials and Experience:

- Texas Licensed attorney or any US jurisdiction
- Pass Criminal background check
- Immigration legal experience preferred
- Fluent in Spanish

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, etc.)

To view this or other employment opportunities please visit our website at www.ccaosa.org.