**Immigration Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Immigration Attorney to handle legal matters that pertain to immigration matters, interpret and provide advice on migration, citizenship, and business immigration issues, political asylum, and on the processes through which people may secure travel, work, or student visas.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Work on all immigrant and non-immigrant visa matters manage and execute the PERM labor certification process
* Provide solutions and explain complex immigration concepts
* Writing employment-based immigration articles
* Maintain highly organized case files and public files
* Respond accurately and timely
* Interact with various outside entities, including but not limited to clients, governmental agencies and officials, courts, corporations, and other law firms
* Collaborate with the Immigration team to address legal issues pertaining to employee and candidate immigration services

### About you

* Must be able to obtain a Government Clearance
* Travel may be required
* Comprehensive knowledge and skill in fact gathering, problem analysis, and the interpretation of immigration laws, regulations and policies
* Practical knowledge of the legal activities in order to assess case requirements and determine the legality of actions
* Skill in recognizing the dimensions of a case, identifying information that is needed, and developing a recommendation or taking action that is consistent with program requirements and management objectives
* Ability to communicate effectively, both orally and in writing, relevant findings, and conclusions using appropriate language, legal reasoning, and organization of facts

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]