**Immigration Paralegal 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 Paralegal to assist lawyers and senior paralegals with the preparation of complex legal documents, mid-level legal research activities, and other tasks related to the Immigration practice area.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Draft, review, and prepare legal documents to communicate regularly with clients regarding procedural and case processing issues
* Analyze case documents and prepare immigration applications for filing with the appropriate government agency
* Draft petitions, applications, and specialized support letters detailing eligibility for visa classification and other immigration benefits
* Work closely in a team environment and provide updates
* Learn procedural and processing requirements for various types of non-immigrant and immigrant visa petitions and applications

### About you

* College degree or equivalent paralegal experience
* At least [insert number] years’ experience in business immigration
* Knowledge of Microsoft Office and basic technological and research skills necessary to pull request documents from online resources
* Familiarity with legal technology and computer databases required
* Ability to work efficiently and accurately under pressure, and present a positive, professional image with colleagues, professional staff, and vendors
* Ability to work overtime, as needed, on short notice essential
* Must possess strong organizational and communication skills

### 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]