



Bilingual Paralegal

Siskind Susser has an immediate opening for a full-time paralegal to assist attorneys representing primarily Spanish-speaking clients in family immigration and citizenship matters.

Duties Include:

- Preparation and filing of complex forms and petitions;
- Communication with clients and government agencies;
- Drafting letters to the government;
- Translating documents from Spanish to English.

Requirements:

- Bachelor's degree in any field;
- Comfort with computer-based programs (i.e. Microsoft, etc.)
- Native or professional fluency in spoken and written Spanish and English;
- Strong English writing skills;
- Organized, attention to detail, and able to manage strict deadlines;
- Comfort working with diverse populations
- Ability to work on a team

No prior legal experience is required. Recent graduates welcome. We are an equal opportunity employer with a diverse, collegial staff.

Interested candidates should email their resumes to Ms. Kay Smalley: ksmalley@visalaw.com, with "Bi-lingual Paralegal" in the subject line.