

Law Office of Adriana R Wilson, P.C.

Job Description

Office Clerk for small local law firm specializing in immigration law. Duties include:

- Maintaining data base of immigration cases
- Maintaining calendar of upcoming court appearances and application deadlines
- Organizing and maintaining legal files and documents
- Scheduling and updating client appointments
- Coordinating the submission of immigration applications ensuring that all required documents are completed, included in the package to be mailed, and submitted to the proper federal government offices

Necessary skills include:

- Fluency in Spanish
- Knowledge of the immigration process relating to Colombia and other Latin American countries
- Ability to interact with Spanish speaking people in desperation of immigration solutions
- Ability to multi-task

Education:

- Bachelor of Science degree in Administration or equivalent specializing in management

Compensation

- Salary for position is \$50,989

If interested and qualified, please submit resume and references to Adriana R Wilson at awilson@arwilsonlaw.com.

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