



Legal Assistant (DOJ Accredited Representative)

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Immigration Legal Services Legal Assistant (current DOJ Accredited Representative) or will be required to train with the Immigration Legal Services (ILS) team to become a DOJ Accredited Representative. This position will assist with affirmative applications including but not limited to, family-based applications, Deferred Action for Childhood Arrivals (DACA), naturalization, citizenship, and U-Visa applications. The Legal Assistant must possess a strong desire to serve the low-income immigrant population and dedicated to assisting them towards self-sufficiency and financial independence through trustworthy and high-quality immigration services.

The Legal Assistant (DOJ Accredited Rep) will perform the following job functions (including but not limited to):

- Knowledge of and adherence to the California Rules of Professional Conduct
- Assisting in filing for DOJ Accreditation and assisting Managing Attorney in completion of applications for relief
- Corresponding with government agencies, medical providers, schools, social workers, and mental health professionals to obtain necessary evidence and to advocate for clients
- Completing the Comprehensive Overview of Immigration Law training
- Attending trainings, keeping accurate records of training history and remaining up to date on USCIS and EOIR filing requirements
- Maintaining well-documented and organized files
- Providing general administrative support, including, copying, scanning, mailing, data entry and translating documents
- Other duties as assigned

SKILLS REQUIRED

- Bachelor's degree or paralegal certificate
- One or more years of experience working for an immigration law firm or other equivalent law firm experience
- Fluent in English and Spanish (written and oral)
- Capacity to prioritize and manage multiple projects to meet deadlines

POSITION DETAILS

- Full Time, non-exempt position (M-F), Family Services campus
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Pay range: \$18.00 - \$23.00 per hour/depends on experience