



Paralegal Job Posting

Date posted: October 14, 2026

Pay: \$51,000 - \$67,000 per year

Job Type: Full-time

Job description:

Responsibilities:

- Assist attorneys in preparing and filing immigration petitions, applications, and supporting documents
- Review and analyze client documents for accuracy and completeness
- Maintain organized and up-to-date client files and case management systems
- Prepare immigration forms, letters, and other legal documents
- Schedule and coordinate client meetings, interviews, and appointments
- Communicate with clients, government agencies, and other parties involved in immigration cases
- Provide administrative support to attorneys, including drafting correspondence and transcribing documents

Ideal Candidate:

- Spanish language comprehension (both oral and written)
- Education: Bachelor's or associate degree or equivalent professional work experience.
- Proficient in using document management systems for organizing and storing legal documents
- Excellent organizational skills with the ability to manage multiple tasks and prioritize deadlines
- Attention to detail and accuracy in reviewing client documents and preparing legal forms



- Strong research skills to gather relevant information for immigration cases
- Professional phone etiquette when communicating with clients and other parties involved in cases

Preferred Experience:

- Minimum of 2 years of experience as an immigration paralegal or similar role

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Our firm is an equal opportunity employer and committed to inclusion and diversity

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid Holiday's (13 per year)
- Paid sick time (48 hours per year)
- Paid Personal Leave (16 hours per year)
- Vision insurance
- Work from home
- 401k matching plan

To Apply:

- Please send Resume, Cover Letter, and Professional References to: cristina@ureyeslaw.com
- Within the cover letter, please answer: Why do you want to work in the immigration field?