

Catholic Charities of Orange County, Inc.  
1820 East 16<sup>th</sup> Street  
Santa Ana, CA 92701

## **JOB OPENING**

### **IMMIGRATION ATTORNEY (FULL TIME, EXEMPT)**

**POSITION DESCRIPTION:** Maintain caseload of clients eligible for immigration remedies such as U Visas, VAWA, Adjustments of Status, Provisional Waivers, etc. Review and make recommendations on complicated cases (predominantly naturalization) which may include reviewing client court records or advising on possible issues of deportability/inadmissibility. Provides professional guidance to program staff who handle routine and moderately complex cases for low and moderate-income groups. Conducts legal assessment and review of complex cases to determine eligibility for immigration benefits and need for referral to other legal providers. Write legal memos as needed. Represent clients at USCIS interviews as needed.

### **QUALIFICATIONS**

- Jurisprudence Degree plus 1-3 years related experience in immigration law.
- License to practice law in State of California preferred.
- 1-3 years' experience in providing immigration-related services.
- Knowledge of immigration law, procedures, forms, eligibility criteria, court decision, etc.
- Ability to counsel clients regarding immigration law, procedures, forms, eligibility criteria
- Ability to represent clients before USCIS and Immigration Court (if needed).
- Ability to provide consultation to staff regarding immigration law, procedures, forms, eligibility criteria.
- Bilingual English/ Spanish preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid California Driver License and current automobile insurance in compliance with Agency requirements. Member of the California or other Bar Association.

Please email cover letter, resume and short writing sample (3-5 pages) to:

Elena Schneider

[eschneider@ccoc.org](mailto:eschneider@ccoc.org)