

Paralegal/Administrative Assistant Position –Buffalo, New York

Prisoners' Legal Services of New York (PLS) is searching for a Spanish speaking Paralegal/Administrative Assistant for our Immigration Unit in our Buffalo, New York regional offices. PLS' Immigration Unit provides legal representation to over 250 immigrants incarcerated in New York State prisons who are facing deportation. By providing high quality representation to immigrants facing deportation, PLS seeks to minimize the harsh and disproportionate immigration consequences that contact with the criminal justice system often entails.

The ideal candidate should have a *minimum* of 3 years' combined experience in the paralegal and administrative/secretarial fields and must be fluent in Spanish. The applicant should also be detailed oriented, organized, a team player, passionate about immigration and dedicated to the job. The position requires an individual who can perform legal secretarial, administrative and paralegal duties and who has extremely strong computer and internet research skills, as well as exceptional writing, organizational and leadership skills. This position also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as with clients, agencies and vendors.

PLS offers a salary that is competitive with other public interest law firms in upstate New York and will be set depending on experience. PLS offers a comprehensive benefits package including medical, dental, short and long term disability, life insurance, and a 401(k) retirement plan. All qualified applicants will be afforded equal employment opportunities without discrimination because of sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity, citizenship, pregnancy or veteran status, or any other status protected by applicable law.

Please send your cover letter, resume, writing sample and at least three (3) references by email to: pkane@plsny.org. Due to the volume of applications expected, only people who are contacted for interviews will receive a response. The position will remain open until filled.