

HARRIS BEACH PLLC

POSITION DESCRIPTION

POSITION TITLE: Immigration Attorney

PRACTICE AREA: Labor/Immigration

JOB CODE: 40

FLSA STATUS: Exempt

REPORTS TO: Practice Group Partners

SUMMARY: Attorneys in this practice area will focus solely on matters pertaining to immigration law. An attorney at Harris Beach must be highly motivated with excellent communication and time management skills, a strong work ethic, top notch credentials, and possess a strong academic background. Attorneys enjoy diversity in their caseloads and must be adept at multi-tasking.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Individual client consultations.
- Develop case strategies for client problems.
- Review and approve client documents for submission to government agencies
- Assist health care clients with petitions, waiver applications, and related issues
- Assist clients with form I-9 and E-Verify issues
- Direct representation of clients before government agencies
- Review and approve all client petitions, applications, and evidence for submission to agencies.
- Provide substantive and technical leadership for case management.
- Will supervise paralegal(s).
- Assist clients and paralegals with technical issues in completing the questionnaires and submitting documents.
- The Firm expects a minimum of 1800 billable (worked) hours annually from attorneys (1900 billable hours in the NYC office).
- The Firm expects quality work performance which includes the attorney's research abilities, analysis, writing capabilities, judgment and office/client communications. It also includes the form and appearance of work product, and the ability to appropriately advise the client/partner in a positive, helpful manner.
- An attorney's ability to handle a variety of diverse matters and provide timely responses to clients/partners is an important part of practice development. The attorney will be expected to keep the client/partner informed as to progress and developments, insuring that appropriate correspondence is sent, and documents and files are in proper order and accessible. Must have flexibility with work schedule and extended hours when necessary.
- Business development activities will include bringing new clients to the firm, obtaining significant new business from existing clients, and/or playing a lead role in client relations which is deemed instrumental in the retention and business development for that client.
- Enhances own professional growth and development through participation in educational programs, CLE programs/courses, participation in professional organizations, and actively involved in the community including interests outside of the legal field.
- Understands and complies with all applicable Firm policies, procedures, and philosophies.

- Performs other related duties as assigned or requested.

POSITION QUALIFICATIONS

Minimum Education:

- Juris Doctorate from ABA accredited law school.

Minimum Experience:

- Admitted to New York State Bar or admitted to practice law in another state
- Minimum of three years of immigration experience
- Health care immigration law experience
- I-9 and E-Verify compliance experience a plus.

Other qualifications:

- PC proficient, demonstrates ability to acquire understanding quickly and absorb new information rapidly
- Responds in a timely way to issues, concerns, or requests of other attorneys and clients
- Demonstrates consistent logic, rationality, and objectivity in decision making
- Maintains high standards of performance
- Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility
- Must have a professional, cooperative, positive and flexible attitude toward all
- Possesses essential customer service philosophies
- Functions successfully with limited supervision
- Exhibits strong oral and written communications skills
- Excellent client service and listening skills.
- Strong analytical skills and the ability to multi-task.
- Ability to work with diverse personalities within various levels of the organization.
- Exercises sound independent judgment under minimal direct supervision.
- Ability to manage time efficiently and work independently as well as coordinate with a team.
- Military experience a plus.

Physical Demands:

- Ability to communicate effectively orally and in writing.
- Sitting for extended periods of time.
- Visual acuity and manual dexterity required to operate computer and view documents for communication.
- Occasionally required to lift, push, pull and/or carry up to 10 lbs.

Working Environment:

- Normal office environment.
- Occasionally subjected to pressure due to time demands.
- Occasionally subjected to irregular hours.
- Potential for visual fatigue due to frequent computer operation.
- Occasional travel required.

Harris Beach PLLC is an Equal Opportunity Employer