**Legal Assistant**

**Job Description:**

Assists with entry-level immigration responsibilities for legal office. Works independently with minimal supervision, performs administrative duties including creating and preparing routine immigration applications, proofreading, verifying, and editing all immigration applications for extreme accuracy and clarity. Uses discretion and judgment when screening clients and telephone calls, schedules appointments, and organizes workload to meet established priorities. Handles confidential information professionally and consistent with legal and ethical policies.

**Qualifications:**

- BILINGUAL *(SPANISH)* REQUIRED
- High School Diploma
- High level of proficiency using Microsoft Word,
 Excel, and PowerPoint required
- Outstanding organizational, interpersonal, and
 administrative skills
- Excellent attention to detail with the ability to multi-
 task
- Excellent telephone, writing, and proofreading skills
- Must be self-motivated and able to meet deadlines
- Must have the ability to work as part of a team, as
 well as to work independently

- Professional attire required

**Location:**

Shreveport, LA

**Job Type:**

Part-time

**Hours:**

16

**Salary:**

$10.00/HR.

**Application Process:**

 Fax Resume to 770-641-5679 or e-mail resume to rrhodes@immigrantrelief.com