

## **IMMIGRATION SECRETARY (LEGAL SECRETARY)**

*The Immigration Representation Unit of the Office of the Alameda County Public Defender is seeking to hire a full-time Immigration Secretary to provide support to Public Defender Immigration Removal Defense Attorneys.*

### **DESCRIPTION**

Under general supervision, provide administrative support by performing a wide variety of secretarial and clerical duties; and perform other related duties as required, including a variety of legal secretarial duties.

### **DISTINGUISHING FEATURES**

This classification is dedicated entirely to administrative and legal support of the Immigration Defense Attorneys or Attorneys of the Office of the Alameda County Public Defender.

The Immigration Secretary is responsible for scheduling attorneys' calendars, composing correspondence of a general and confidential nature through oral directions, answering phone calls for the attorneys, and relaying accurate information to staff, court personnel, judges, witnesses, and clients.

### **EXAMPLES OF DUTIES**

Note: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Answer telephone, screen calls and receive clients; exercise judgment in providing information requested.
2. Screen, prioritize, and route mail received by immigration attorneys and upload necessary mail to office database system (JCATS).
3. Set up client files and index for quick reference; close completed cases, notify all concerned parties and prepare for storage.
4. Check legal documents for correctness and completeness; file legal documents with court clerks and serve opposing counsel (usually the Department of Homeland Security) by mail, courier, or in-person delivery.

5. Send necessary copies of pleadings by mail to clients and other persons involved, and keep clients informed of upcoming interviews, fingerprint appointments, attorney meetings, and court appearances.
6. Schedule attorneys' calendars for meetings, conferences, speaking engagements, court hearings, document deadlines, and interviews with immigration officers.
7. Compose routine correspondence regarding the status of a particular case or action.
8. Communicate with clients to obtain specific information identified by attorney.
9. Prepare documents to be submitted to the Immigration Court in compliance with the Immigration Court Practice Manual, including tabbing, indexing exhibits, pagination, hole punching, and copying.
10. File documents with local immigration courts, or arrange for delivery of documents, where applicable, by special couriers, including UPS, Federal Express or other mail carrier used by the office to ensure certain and timely deliveries of significant documents.
11. Complete requests for contract services, communicate with vendors to arrange services, and assist vendors in securing compensation for services.
12. Request and obtain copies of police records, conviction records, FBI Rap Sheets, and other documents related to a client's full criminal history.
13. Gather letters of support and other necessary documentation from clients, family members, and community members in timely manner.
14. Prepare and submit other records requests as needed, including Freedom of Information Act Requests with immigration agencies, medical records, school records, prior attorney files, etc.
15. Assemble and submit attorney reimbursement requests.
16. Fill out immigration forms.
17. Scan documents as needed for electronic record keeping and upload documents as needed to JCATs.
18. Translate documents from Spanish to English for use immigration proceedings. Assist with interpretation when necessary.

19. Communicate professionally with jails and immigration detention centers regarding various needs of detained clients, including arranging attorney calls and in-person visits with detained clients.
20. Keep updated records of client contact information and timely submit Change of Address Forms to the Immigration Court and USCIS as needed.

## **MINIMUM QUALIFICATIONS**

### Experience:

#### EITHER I

The equivalent of two years of full-time experience in the class of Specialist Clerk II or an equivalent or higher classification, working with legal documents and supporting a team of managers in the Alameda County classified service.

#### OR II

The equivalent of three years of full-time experience in the class of Specialist I, or an equivalent or higher-level clerical classification, working with legal documents and supporting a team of managers in the Alameda County classified service.

#### OR III

The equivalent of two years of full-time experience performing complex or responsible legal, clerical or administrative, supporting work in a legal environment.

### Substitution:

The equivalent of an associate degree from an accredited college or university may be substituted for six months of the required experience in either pattern I, II, or III.

The equivalent of a bachelor's degree from an accredited college or university may be substituted for one year of the required experience in either pattern I, II, or III.

### Special Requirement:

- Must be fluent in speaking, reading, and writing Spanish.
- Must be able to type into a word processor at a minimum of 50 words per minute from clear copy.

## **PREFERRED QUALIFICATIONS**

- Experience as a paralegal, administrative assistant, or legal secretary in a public defender office, law firm, court, or legal non-profit.
- Experience working in an immigration-law related environment

## **KNOWLEDGE AND SKILLS**

Knowledge of:

- Modern office practice and procedures, including business correspondence, record keeping systems, and standard office equipment operations.
- Business English usage, grammar, spelling, vocabulary and punctuation.
- Business letter writing and proper format for typed materials
- Proper telephone etiquette and procedures
- Ability to comply with confidentiality requirements
- Microsoft Outlook, Word, Powerpoint, and Excel
- Applicable practice terminology, statutes, and court rules

Ability to:

- Identify and correct Basic English usage errors in documents
- Prepare legal documents from general instructions
- Organize and maintain legal files and records
- Plan and organize
- Make decisions and use good judgment
- Analyze and problem solve
- Work independently in the absence of specific instructions
- Demonstrate interpersonal sensitivity
- Communicate effectively orally and in writing
- Compose correspondence independently.
- Establish and maintain effective working relationships with co-workers and the general public.
- Organize and prioritize workload; complete work under time deadlines.

Send cover letter, resume, and 2-3 references to: [raha.jorjani@acgov.org](mailto:raha.jorjani@acgov.org) . Please try to submit applications by January 12; however, applications will be accepted until the position is filled.