



Immigration Paralegal

Seeking a full time Paralegal for a nationally recognized, full-service Immigration Law Office – within walking distance of the Silver Spring metro.

The ideal candidate is an experienced team player, who works well in a collegial and supportive environment, with excellent organizational skills, superior writing ability and precise attention to detail required. The ideal candidate is creative, works well with others, has a can-do attitude, knows when to find answers and when to ask questions, and is intellectually curious.

Responsibilities include managing a docket of immigration cases for the full life-cycle, from case initiation until submission to US Citizenship & Immigration Services, US Department of Labor, US Department of State and other government agencies. This includes tracking deadlines and expiration dates, reviewing incoming documents and notifying attorneys of potential issues; responding to client and foreign national inquiries; rafting correspondence and forms; assembling filings; and researching legal and factual issues.

The ideal candidate will have a Bachelor's degree and 2 years' experience in business immigration law (i.e. H-1B, L-1, E-2, O-1, J-1, PERM). Excellent organizational skills, superior writing ability and precise attention to detail required.

Responsibilities include:

- Ensuring that immigration documentation is drafted, organized, and filed in a thorough and timely manner;
- Informing attorneys and paralegals of important matters, e.g. case status, filing deadlines;
- Implementing appropriate immigration strategies based on discussion with attorneys;
- Drafting responsive/informational emails and letters for attorneys;
- Drafting exhibit tables and organizing exhibits;
- Keeping Client files organized;
- Researching issues and providing results to attorneys;
- Organizing materials for attorney teleconferences;
- Improving record keeping and organization where needed;
- Ensuring that internal database records (timelines, status documents) are up to date and accurate.
- Providing substantive comments regarding templates;

Minimum 1 year of legal immigration experience required.

Candidates should send their resume and cover letter describing their interest and motivation to work in the field of immigration to employment@grossmanyouth.com.

Grossman Young & Hammond, LLC offers a competitive salary, excellent benefits and ample opportunity for professional growth.

For more information on our firm, please visit our website at www.grossmanyouth.com.