

Bilingual Immigration Legal Assistant – Chinese (Mandarin) and English

Position Information

Employer:

Chung, Malhas & Mantel, PLLC (Seattle, WA)

Division:

N/A

Title:

Bilingual Immigration Legal Assistant – Chinese (Mandarin) and English

Description:

Chung, Malhas & Mantel, PLLC is seeking an immigration Legal Assistant/Paralegal that is fluent in both Chinese (Mandarin) and English. Currently the firm has a vacancy in its China practice department involving immigration and international law.

This is a fast paced position, so ability to multitask is a must and we desire applicants that can learn quickly and has a minimum of 3 years' experience in immigration practice.

Position Duties:

- Assist attorneys in drafting USCIS applications and correspondences; Manage attorney calendars (tickler) and the scheduling and confirmation of court hearings;
- Communicating with prospective and existing clients in a professional and courteous manner;
- Generating, proofreading and editing documents;
- Perform administrative tasks, including scanning, shredding, filing, answering phones.

Position Required Qualifications:

- A minimum of 3 years of experience in a law office;
- Fluency in English and Chinese (Mandarin);
- Strong computer skills / typing ability (Word, Outlook, Power Point Excel, Adobe);
- Experience in immigration and international law;
- Impeccable organizational and planning skills;
- Ability to work efficiently with minimal supervision under time constraints/deadlines;
- Strong written and oral communication skills;
- Excellent phone skills and comfortable handling a multi-line telephone system.

Preferred but Not Required:

- Familiarity with Clio or other legal database;
- Past experience in managing staff.

Geographic Preference:

Seattle Metro Area

Position Type:

Other

Practice Area(s):

Immigration/Refugee, International

How To Apply

Requested Documents:

- Resume
- Cover Letter

Applications accepted via:

- Email

Important Dates

Posted On:

April 03, 2014

Applications Accepted Until:

May 15, 2014

Default Email For Resumes

hr@cmmrlawfirm.com

Desired Class Level(s):

1L, 2L, 3L, LLM, Grad/Alumni, Visiting

Salary Range:

Hourly 