JOB DETAILS

JOB DETAILS   **ABOUT DHADE & ASSOCIATES, PC**

Disaster Recovery Paralegal

Job Description

Dhade & Associates, PC is looking to hire one, full-time (Monday- Friday, 9:00 a.m.-5:00 p.m.), temporary employee to join us as an on-site Disaster Recovery Paralegal. As a Disaster Recovery Paralegal, you will be responsible for conducting an inventory, processing immigration files, and office operations affected by the Covid-19 shutdown and delays. We are currently looking to fill one employment spot at our office in West Bloomfield, Michigan. Estimated temporary, one-time occurrence employment period: July 18, 2022-July 18, 2024.

Responsibilities

* Client file recovery and client outreach
* Updating the firm's operational systems, software data retrieval, and file inventory
* Protected information management
* Processing emergency immigration matters due to the COVID-19 shutdown
* Performing legal research and reviews of documents for compliance with applicable immigration agency policies and practices, regulations, and laws
* Corresponding with intentional agencies to obtain documents for foreign nationals and entities
* Prepare appropriate forms and letters regarding delayed client matters before the USCIS and US DOS (processing delays caused by the Covid-19 pandemic)
*Managing a portfolio of applications regarding U.S. immigration for clients who are eligible for status extension and renewal but faced pandemic shutdown-related delays.

About the company
Dhade & Associates, PC is a full-service immigration law firm assisting with all types of U.S. immigration matters nationwide and globally.

Requirements
* Minimum of Bachelor's Degree in English, History, Political Science, Psychology, Criminal Justice, Business Administration, or Accounting from an accredited U.S. institution
* Familiarity with immigration proceedings and visa applications
* Experience in decision-making, problem identifying, and problem-solving process
* Experience in research and data analysis, ability to identify issues for research
* Ability to interpret and analyze immigration policies, legislation, operations of governments, businesses, and organizations
* Excellent written and verbal communications ability to interface with all levels of the organization ad clientele

Pay rate: $25.86 per hour, payable biweekly
* The employer will make all deductions from the worker's paycheck required by law.
** The employer will use a single workweek as its standard for computing wages due
*** The employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned
**** Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (except passport fees)
***** The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

Should you inquire about the job opportunity or send your application, please contact the nearest Michigan Works! Office at 21415 Civic Center Dr. STE 116, Southfield, MI 48076, phone 248-796-4580 and/or their closest Michigan Works! office found here: **http://www.michiganworks.org/about-michigan-works/one-stop-service-centers/**.

Additional Requirements

Should you inquire about the job opportunity or send your application, please contact the nearest Michigan Works! Office at 21415 Civic Center Dr. STE 116, Southfield, MI 48076, phone 248-796-4580 and/or their closest Michigan Works! office found here: **http://www.michiganworks.org/about-michigan-works/one-stop-service-centers/**.

HOW TO APPLY

Job Summary

Organization

Dhade & Associates, PC **view profile**

Website

https://www.detroitimmigration.com/

Location

West Bloomfield, Michigan 48322

Positions Available

1

Expiration Date

7/14/2022

Salary

$25.86/hr

Education Level

Bachelors Degree

Job Level

Entry Level

Job Characteristics

- Full-time
- Willing to train/training program
- Temporary

+ Feedback about this page?