

## LUTHERAN SERVICES FLORIDA

# JOB OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<b>PARALEGAL I</b>  Contact: Otto Luis-Jorge oluisjorge@lsfnet.org  Send resume and writing sample  JPR# 2508, NPR 3700, Pos 5019	<b>EMPLOYABILITY STATUS ASSISTANCE – TAMPA BAY REGION</b>	<b>FT/ NE</b>	-Minimum of an AS or AAS Degree in Paralegal Studies and/or certified by the Florida Bar  -Minimum three years experience of immigration paralegal  -Must have great organizational skills  -Self starter and detail oriented  -Excellent verbal and written communication skills in English  -Bilingual a plus  -Able to interact with a wide variety of cultures  -Strong Computer skills	-Verify eligibility of client  -Coordinate all immigration related services  -Provide counseling to immigration clients  -Prepare and file immigration applications and petitions  -Prepare a weekly activity report  -Advise and refer clients to attorneys when necessary  -Ensure that all documentation is kept confidential  -Research and study immigration cases and laws  -Inform LSF clients of available Immigration Services	<b>\$30,013</b>