

**Position Opening
Diocese of Grand Rapids**

Legal Secretary

The Diocese of Grand Rapids is seeking a full-time Legal Secretary to assist in the efficient running of the office, including managing the attorneys' calendars, answering non-legal inquiries, providing general information about the program's services and maintaining supply inventory. You will assist the attorneys in finalizing filings for submission to various government agencies and tracking case progress through to completion.

Immigration Legal Services (ILS) is designed to provide low-cost, legal representation in immigration matters to a community whose household income falls at or below 200% of the poverty guideline. The focuses of ILS are on family-based immigration matters, including petitions for relatives, adjustment of status and naturalization, as well as cases involving TPS, battered immigrant relief (including VAWA and U Visas), and waivers of inadmissibility. ILS handles cases in front of US Citizenship and Immigration Services and consular processing cases with the Department of State.

The qualified candidate must be bilingual (English/Spanish) and have excellent customer service skills. An associate's degree and previous immigration or other legal experience preferred. Must possess strong organizational and information management skills, have the ability to prioritize and work with minimal supervision, have excellent time management skills and be proficient in the use of Microsoft Office Suite and other computer applications with experience with using software to assist with case management is a plus

Please send cover letter, resume, three professional references and salary requirements to:

Human Resources
Diocese of Grand Rapids
360 Division Ave
Grand Rapids, MI 49503

Or

dogrhr@DioceseOfGrandRapids.org