

ERIE COUNTY BAR ASSOCIATION
VOLUNTEER LAWYERS PROJECT, INC.

45 Ellicott Street, Suite 1 | Batavia, New York 14020 | 716.847.0662 | Fax: 716.847.0307 |
www.ecbavlp.com

JOB DESCRIPTION

Job Title: Immigration Staff Attorney
Department: Immigration
FLSA Status: Exempt
Date: 8/2023

REPORTING RELATIONSHIPS: Reports directly to the Immigration Supervising Attorney and indirectly to the Director of Detained Immigration Program, Executive Director/CEO and COO.

SUPERVISES: N/A

JOB SUMMARY: The Immigration Staff Attorney will assist in representing detained people that are facing deportation and are not otherwise represented.

ESSENTIAL FUNCTIONS:

1. Handle individual caseload and represent clients before DOJ-EOIR, DHS, and BIA defending detained low-income immigrants who are subject to removal for a variety of reasons including criminal convictions, unlawful entry and visa overstays
2. Work collaboratively with Paralegals and Social Workers and act as an additional resource to them
3. Special projects/community outreach and education as directed
4. Local travel to and from the Buffalo Federal Detention Facility and occasional trips to the Buffalo office are required. A valid driver's license and regular access to a reliable vehicle are required.
5. Compile data for grant reporting
6. Participate in outreach events educating the community on VLP's services
7. Provide training and mentorship to Volunteer Attorneys
8. Train and supervise law student interns
9. Participate in inter-office committees as assigned
10. Other tasks may be assigned

KNOWLEDGE & ABILITIES: The Immigration Staff Attorney must be organized, be able to multi-task, have excellent writing and spoken abilities, have the ability to work both independently and as a team member, and have a demonstrated ability to work cooperatively with diverse individuals. They must also be comfortable with public speaking.

EDUCATION/EXPERIENCE: Must be an attorney admitted to practice in any state in the U.S. and must be in good standing.

COMPUTER SKILLS: VLP is a paperless office; Proficiency with Microsoft Office 365 (SharePoint, Outlook, Word, Excel) and with case management systems (especially Legal Server) is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is regularly required to work on a computer with a lot of “screen time”. The employee will be required to travel locally (a valid driver’s license is required)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. Walking or driving to different locations is required.

DISCLAIMER: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.