



LAW CLERK, IMMIGRATION SERVICES

Verma Law Firm, a leading business and family immigration law firm located in Silicon Valley is looking for a Law Clerk to join our team as we continue to expand our practice. This is a great entry-level position for fresh Law Graduates with excellent opportunity to learn and grow within the firm and in the field of immigration law.

Job Duties:

- Under the direction of Managing Attorney, become familiar with the laws related to employment and family based immigration.
- Prepare employment and family immigration applications including H-1B, Green Cards, etc.
- Review and consolidate documents and information from clients.
- Draft detailed response to Requests for Evidence.
- Monitoring clients' case files, ensuring that deadlines for filing responses to Request for Evidence (RFE) and Motion to Reopen (RFE)/Appeals are observed.
- Research immigration regulations and policy updates regarding complex immigration issues.
- Maintain reports and status updates on client caseload.
- Under the supervision of Managing Attorney and Associate Attorneys, interview clients to gather information and be able to explain how the law would be applied to their situation, course of action to be taken and the relative strength of their case.
- Other tasks as assigned and needed.

Requirements:

- Law School graduates with 1-2 years prior work experience in immigration or other law firm preferred.
- Excellent legal writing skills, ability to handle a high case load efficiently, and ability to analyze legal issues related to immigration law.
- Detail-oriented and able to prioritize and multi-task
- Strong communication skills, ability to interact with tact and discretion with clients and others.
- Desire to advance and grow professionally within the Firm and in the field of immigration.
- Bilingual skills a plus

Job Type: Full-time and onsite; Salary: DOE

Please send your resume to: arjun@vermafirm.com

Contact #: (408) 436-1010