

# LAW OFFICES OF STACY TOLCHIN

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IMMIGRATION AND NATIONALITY LAW

## IMMIGRATION ATTORNEY POSITION

**Employer:** The Law Offices of Stacy Tolchin is a private public interest immigration law firm in Pasadena, California. We represent noncitizens in applications for permanent resident status, United States citizenship, in removal proceedings, and before the United States Federal and Appeals Courts. <http://www.Tolchinimmigration.com>

**Position Duties:** Immigration attorney in three attorney law firm in Pasadena. Position will entail:

- family-based immigration matters, including relative visa petitions, applications for adjustment of status and consular processing;
- bond hearings and removal defense before the immigration court;
- naturalization matters; and
- federal court litigation.

**Position Duties:** Duties include preparing motions, briefs, exhibit lists, declarations, forms and filings; daily communication with clients; appearances at immigration interviews and hearings.

**Qualifications:** Must be a law school graduate who is licensed to practice law. Must have strong writing skills and exhibit high attention to detail, excellent time management skills, openness to new technology, and must work well with others. No prior attorney experience necessary, but must show strong dedication to serving the immigrant community and social justice work.

**Job Type:** Full-time, required to be in office in Pasadena, parking is provided. This position has its own private office.

**Salary/Benefits:** \$85,000/ year with opportunity for growth. Benefits (incl. medical, dental, vision insurance, life insurance retirement 401(k), sick and vacation time).

**How to Apply:** Please submit your resume, short statement of interest, writing sample, and at least three references to [Stacy@tolchinimmigration.com](mailto:Stacy@tolchinimmigration.com). Estimated start time is as soon as position is filled.