



Law Offices of Sabrina Li

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## **POSITION**

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Paralegal/Legal Assistant

## **ABOUT US**

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The Law Offices of Sabrina Li, P.C. was founded in 2012. We are headquartered in Alhambra, Los Angeles County, California, U.S.A. Our team of lawyers are well-versed in immigration law and have extensive experience handling complex cases, sometimes with crossover with family law, business law, and criminal law.

## **CONTACT US**

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Official Website: [www.xlilaw.com](http://www.xlilaw.com)

Headquarters: 801 S. Garfield Ave, Ste 338, Alhambra, CA 91801

Phone: (626) 800-4820

Email: [info@xlilaw.com](mailto:info@xlilaw.com)

WeChat: sabrinaliesq

Work Hours: Pacific Time, Monday to Friday, 9:30 A.M. - 6:30 P.M.

## **LANGUAGE QUALIFICATIONS**

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English and Mandarin fluency mandatory

(Cantonese and/or Spanish fluency preferred)

## **WORK LOCATION**

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- Los Angeles, California
- Houston, Texas –remote work until the end of 2021Attorney

## **WORK HOUR**

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- Full-time: 9:30 A.M. to 6:30 P.M.
- Part-time: Negotiable

## **SALARY**

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- \$15- \$25/hour

## **JOB DESCRIPTION**

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- Provide administrative support to attorneys to improve office efficiency
- Handle client communication
- Fill in application forms for multiple types of cases

- Keep and maintain client communication records
- Assist attorneys in handling various cases and communicating with the USCIS, courts, and other agencies and institutions
- Assist attorneys to manage client meetings and daily schedules
- Prepare family-based petitions, humanitarian-related petitions, detention, citizenship, and other immigration applications

## QUALIFICATION

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- Bilingual: Fluent in Chinese and English (Cantonese or Spanish is preferred)
- Bachelor's degree (Law school or law major is preferred)
- Ability to manage busy immigration court and USCIS caseload
- Familiarity with family-based petitions, humanitarian related petitions, detention, citizenship, and other immigration applications
- Familiarity with employment-based, non-immigrant visa/immigrant visa applications, such as H-1, L-1, O-1, E-2, EB-1/2/3/4/5
- Familiarity with AAO, EOIR, BIA appeals
- Understanding of waiver applications; ability to prepare I-601, I-601A, and other waivers preferred
- Familiarity with legal databases and proficiency in legal research

- 3 years of immigration law experience is preferred, but not required
- Authorized to work in the U.S.
- Attention to detail, with strong analysis and problem-solving skills
- Efficient time management skills
- Familiarity with the daily operations of a law firm
- Computer skills and experience with case management software

## **EMPLOYEE BENEFITS**

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- Can sponsor work visas for qualified employees
- Support OPT and internships, including off-campus internship opportunities for current students
- Medical insurance
- Statutory holidays

If you meet the conditions, please send your resume in both Chinese and English to [info@xlilaw.com](mailto:info@xlilaw.com), with the subject indicating your full name and the position you are applying for.