



Immigrant Legal Clerk Job Description

Updated 3/30/2010

Purpose of the Immigrant Law Center of Minnesota: The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services, law-related education, and advocacy to help Minnesota’s immigrant and refugee communities reach their full potential. ILCM works to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

Purpose of the Position: Immigration Legal Clerks at ILCM help the organization’s legal staff provide quality immigration legal services across a variety of types of immigration cases. Clerks undertake substantive legal casework and administrative support under the legal worker to whom they are assigned; a corollary purpose of the clerkship is to develop a more nuanced understanding in the volunteer of the practice of immigration law.

Primary Duties and Responsibilities:

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| <input checked="" type="checkbox"/> Document Translation | <input type="checkbox"/> Legal Writing |
| <input checked="" type="checkbox"/> Fact Investigation | <input checked="" type="checkbox"/> Client Intake/Interviewing |
| <input checked="" type="checkbox"/> Preparing for Legal Case Reviews | <input type="checkbox"/> Courtroom Observation |
| <input checked="" type="checkbox"/> Data Entry and Case-file Management | <input checked="" type="checkbox"/> Completing Legal Forms |
| <input checked="" type="checkbox"/> Legal Research | <input type="checkbox"/> Client Outreach |

Impact of the Assignment: Clerks increase ILCM’s capacity to provide immigration legal services to Minnesota’s immigrant and refugee communities, with the ultimate effect of helping them reach their full potential. Unlike larger law firms, legal staff at ILCM relies on little administrative support. Legal clerks are instrumental to realizing the core mission of our organization, and keeping ILCM the premier low-cost immigration legal service provider in the state.

Experience and Qualifications Requirements:

- In addition to English fluency, clerk must have this language capacity: Spanish Hmong Somali
- Must possess cross-cultural communications skills and interpersonal sensitivity
- Familiarity with refugee and immigrant communities, community agencies and resources is preferred
- Must possess good communication, organizational, research and writing, and public speaking skills

Benefits to Volunteer:

- On the job, hands-on training in immigration law
- Opportunity to use language skills and cultural knowledge to help immigrant and refugee communities
- College credit or work study arrangements can sometimes be made with your school
- Invitation to ILCM continuing education and enrichment events

Supervisor: Interns will be supervised by Staff Attorney Kathleen Klos. Support will be provided by ILCM’s Volunteer Coordinator.

Commitment: ILCM clerkships are available on a semester schedule. Clerks are expected to commit to 4-10 hours per week. This clerkship is to run for the following period:

- Fall (September through December) Spring (end of January through May) Summer (June-August)

After the semester period, clerks and ILCM will discuss the possibility of extending clerkship depending on needs and interests of both the clerk and the organization. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute.

Work Location: Training and casework will occur at:

- ILCM main offices at 450 N. Syndicate St, accessible by Bus lines 16 and 21
- ILCM satellite offices at 179 Robie Street East, St Paul, accessible by Bus lines 68 and 71
- ILCM satellite offices at 1206 Oxford St., Worthington, MN
- Offsite, with communication by email and telephone

How to apply: Please send resume and cover letter to ILCM Volunteer Coordinator at volunteer@ilcm.org.

I have read this job description, understand the terms of my service, and commit to the responsibilities it describes.

Volunteer Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Volunteer Coordinator Signature: _____

Date: _____