



Position Title: Immigration Legal Services Law Clerk
Department: Programs
FLSA Status: Volunteer
Location: Lincoln, Nebraska
Reports to: Immigration Legal Services Manager
Date Created: June 2025

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: He/She will provide assistance to our immigration legal services staff, under direct supervision of CSS staff, for immigration benefits to our clients. He/She will cultivate relationships in the community, assist in the administration of any grants awarded to CSS, and will assist with community workshops as needed in collaboration with agency partners.

As Accredited Staff perform the following functions, the Law Clerk will assist as directed:

- Provide legal services by conducting client screenings by phone, sending online intakes using elmmigration, scheduling follow up appointments with clients, assisting in preparing required forms and additional documentation for submission.
- Edit client Letters of Support for the U.S. Citizenship and Immigration Service (USCIS).
- Review and proofread complex evidence and case documents.
- Track, monitor, and log notices, evidence, and documents for client cases into elmmigration software.
- Communicate to clients their case status, including biometric appointments, interview and oath ceremony notices.
- As a member of the team, carry out the daily responsibilities of the program, answering phones, responding to emails, and returning any messages.
- Work with the team to develop and maintain efficient processes and best practices for serving our clients.
- Participate in community outreach events.
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social services to our clients.
- All other duties as assigned.

Preferred Competencies of the Law Clerk:

- Communication; written and verbal
- Fluency in a second language; Arabic, Karen, Kurdish, Ukrainian or Spanish is preferred.
- Teamwork
- Problem Solving
- Ethical
- Safety and Security
- An interest in immigration law and a desire to work directly with clients on affirmative cases.
- Excellent organizational skills and detail-orientation, with the ability to effectively multi-task in the immigration legal services program.
- A willingness to receive training which results in the ability to work on daily tasks independently, proactively, and with minimal supervision.

Qualifications:

A bachelor's degree is preferred. Preference is given to current law students. This position qualifies to fulfill the externship requirements of the University of Nebraska College of Law.

Prior experience working in a setting that serves diverse, refugee and immigrant populations is also preferred. The law clerk must also be knowledgeable about the Catholic Church and support its moral and religious teachings.

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 stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Working Environment:

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.