



Swenson Law Office, PC
P.O. Box 2373
Centennial, CO 80161
T: 720.414.2027
F: 1.888.439.9599

About the Firm:

Growing, fast-paced immigration law firm seeks an experienced, motivated, and professional **Associate Attorney** to join its team. Swenson Law Office, PC, works with a diverse clientele. The firm specializes in family-based immigration, business immigration, asylum/refugee law, victims of crime or domestic abuse, and citizenship/naturalization petitions. We have a growing removal defense practice which this position would be primarily responsible for expanding. This position will supervise and work with multiple paralegals and administrative staff members.

This 100% immigration-law-focused firm is headquartered in suburban Denver, CO and represents clients from around the world. This dedicated team is led by an owner with extensive immigration law experience and provides a solid operations manual for dynamic, yet well-grounded firm procedures. The firm is dedicated to a respectful, supportive, team environment for firm-wide success and seeks candidates willing to develop their talents at the same time they are supporting the growth and initiatives of the firm.

Initial application and testing are found at <https://www.immigrationlegaladvice.com/careers/> and must be completed accordingly. Applications submitted in any other manner will not be considered.

Minimum Qualifications:

- Licensed to practice law in any state.
- 3 years as an immigration attorney, or criminal defense attorney who is interested in changing fields.
- Documentable courtroom experience, including bond hearings, motions hearings, and individual hearings (trials for immigration court). Experience in criminal court is an acceptable substitute.
- Experience drafting legal documents, memos, and motions related to immigration law.
- Experience conducting accurate legal research (AILALink or FastCase experience a plus).
- Experience conducting client consultations (intake interviews).
- Well-developed sense of humor.

Preferred Qualifications:

- Spanish reading, writing, and speaking at a professional, business-level. Similar proficiency in other languages will be considered.
- Knowledge of legal case management software, such as Amicus Online, Amicus Attorney, Clio, Prima Facie, or LawLogix.
- Experience in supporting law firm marketing, community outreach and education, blog writing, networking, and social media presence a plus.
- Well-developed sarcasm skills and appreciation for the absurd a plus.

Employment Type: Full-Time, Position Available Starting Immediately.

Salary Expectations: \$75K - \$100K, depending on experience, for the right candidate.

Benefits:

- \$200.00 / month healthcare stipend. **NOTE:** Firm is developing a medical, dental and retirement package. When that is launched the stipend will be removed.
- \$750.00 / year toward continuing legal education.
- Paid state bar dues for one jurisdiction.
- Paid AILA membership.
- Paid professional liability insurance.
- Flexible work hours available (within limits).
- 12 Paid Time-Off days per year.
- Paid holidays, in addition to paid time-off, include most federal holidays, in addition to the day after Thanksgiving, and an end-of-year shut-down between Christmas day and New Year's Day.

The Application Process:

Swenson Law Office, PC, wants to find the next long-term member of its team. To accomplish this, we have a multi-step screening process:

1. Initial application and testing are located on this website. Applications submitted in any other manner will not be considered.
2. Telephone screening interview, approximately 30 minutes.
3. Face-to-face interview, approximately 1 hour.
4. Check and interview references, approximately 30 minutes each reference.