



Zimmer Law Group, an immigration law firm located in St. Paul, Minnesota, seeks a full-time, Spanish speaking Case Manager to handle a wide variety of immigration cases. The Case Manager assists the attorney in a variety of ways and has extensive contact with clients. His or her work product will be developed through data entry, client interviewing, and writing. Qualified candidates must be able to manage many cases of different types with professionalism, compassion, and organization.

To apply for this position, please send your resume to Mariana Cervantes at [mcervantes@zimmigration.com](mailto:mcervantes@zimmigration.com).

Requirements:

- Oral and written fluency in Spanish
- At least one year of experience handling family-based and removal defense cases
- Bachelor's Degree
- Strong writing and critical thinking skills
- Attention to detail
- Ability to manage high volume workload with minimal guidance once fully trained

Preferred Qualifications:

- Willingness to take initiative in volunteering for marketing events alongside an attorney

Responsibilities:

- Serve as the primary point of contact for clients
- Prepare filings for various immigration authorities including the United States Citizenship and Immigration Services (USCIS), the Asylum Office, and the Executive Office for Immigration Review (Immigration Court)
- Interview clients and draft affidavits on their behalf
- Track development of cases in an electronic case management system
- Draft client correspondence in both Spanish and English
- File case documents and maintain organized physical files
- Maintain attorney calendars with hearing and interview information
- Make efforts to collect on clients with delinquent accounts

Pay rate:

- Range: \$21.63 - \$26.44 per hour (approximately \$45,000-\$55,000 per year) dependent on qualifications