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Office of Student Employment

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Off Campus

Office/Legal Assistant

Job #: 41757**Employer:** Castro and Gutierrez Law Office**Pay:** \$8.00-\$11.00/hr**Category:** Office**# of Positions:** 2**On Busline?:** Yes**Posted:** 10/19/2016**Deadline:** 11/01/2016

Contact Information

Name: Mary Castro**Email Address:** mhcastro@aol.com**Address:** 139 W Wilson St, Apt. 208 Madison, Wisconsin 53703**Primary Phone:** 6082869076**Job Seekers:**

THIS IS AN OFF CAMPUS JOB. BEWARE OF POTENTIAL FRAUDULENT JOB POSTINGS.

Never share personal information (bank account numbers, social security number, driver's license number, or passport information) over the internet. Help identify potential fraudulent jobs by learning typical scam techniques -- do a quick google search for **"job site scams"**

IF YOU BELIEVE THAT A JOB POSTING MIGHT BE FRAUDULENT, PLEASE NOTIFY THE JOB CENTER .

Description:

Monday-Friday 3-6 pm Special consideration to those able to work a full day on Saturdays (9:30-5:30).

Must be fluent in English and Spanish. French Language proficiency is a plus.

Applicant must be hardworking, reliable and have the ability to multitask.

Duties include: archive filing, answering phones, scanning and copying documents, requesting court and/or police records, translating documents, must understand confidentiality considerations, any other miscellaneous office duties.

Interest or background in immigration law.

If interested, please send a resume and letter of interest to mhcastro@aol.com.

Actions for Job #41757:

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