

**ORGANIZATION:** Community Legal Services, Inc.  
[www.clsaz.org](http://www.clsaz.org)

**POSITION:** ELIGIBILITY, ASSESSMENT AND BRIEF SERVICE (EAB)  
PARALEGAL/LEGAL ASSISTANT for Yavapai County Office (Prescott)

**DESCRIPTION:** Provides a welcoming and reassuring initial point of access for applicants, clients and visitors; Answers and screens incoming calls; takes messages; greets clients and visitors; interviews applicants and completes applications for legal services; determines eligibility for services; conducts conflict checks; under the supervision of an attorney, provides legal advice and brief service; sorts mail; prepares correspondence; documents all activities in CLS' case management system; orders office supplies; performs such other duties as are assigned.

**LOCATION:** **Prescott Office**  
Community Legal Services, Inc.  
148 N. Summit Ave.  
Prescott, AZ 86301

**SALARY:** Depending on experience, excellent benefits package, including 12 paid holidays, health, dental and disability insurance, compensation for bilingual ability and more.

**REQUIREMENTS:** High school graduate with related legal secretarial experience and/or graduate of a paralegal program. Must have accurate word processing skills and ability to perform secretarial and paralegal duties and functions. The applicant should have a demonstrated interest in assisting low-income people. Ability to speak, read and write Spanish fluently is preferred.

**APPLICATION** Open until filled (First review of resumes will take place on October 12, 2017)

**DEADLINE:**

**TO APPLY:** Send resume and cover letter to:

Human Resources Administrator  
Community Legal Services  
P.O. Box 21538  
Phoenix, Arizona 85036-1538

Or  
Email documents to [infojobs@clsaz.org](mailto:infojobs@clsaz.org) Attention: Human Resources Administrator

**COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

*Community Legal Services is committed to eliminating poverty-based inequities in the civil justice system by providing high-quality legal advice, advocacy and assistance to low-income Arizonans.*