

## **JOB ANNOUNCEMENT**

- ORGANIZATION:** Community Legal Services, Inc.  
[www.clsaz.org](http://www.clsaz.org)
- POSITION:** **ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE UNIT**
- LOCATION:** Central Phoenix Office  
305 South Second Avenue  
Phoenix, Arizona 85003
- DESCRIPTION:** Operates multi-line telephone system to answer incoming calls, directs callers to appropriate personnel or queue, conducts preliminary legal services screening, schedules meetings, provides back-up written translation assistance to Bi-Lingual Assistant, assists the Human Resources Administrator with hiring and personnel matters, and provides other assistance to managers in the Administrative Unit as needed.
- SALARY:** Depending on experience; excellent benefits package, including 12 paid holidays, health and disability insurance, dental insurance, malpractice insurance, educational loan assistance and additional compensation for bilingual ability.
- REQUIREMENTS:** Ability to speak and write in English and Spanish fluently required. Associate's degree or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience. Demonstrated commitment to providing services to persons with low incomes and vulnerable populations. Excellent customer service skills.
- APPLICATION DEADLINE:** Open until position is filled.
- TO APPLY:** Send resume, cover letter, resume and three (3) professional and two (2) personal references 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