

JOB ANNOUNCEMENT

- ORGANIZATION:** Community Legal Services, Inc.
Central Phoenix Office
305 South Second Avenue
Phoenix, Arizona 85003
www.clsaz.org
- POSITION:** **PARALEGAL - PHOENIX – TRIAGE UNIT**
THREE (3) POSITIONS
- QUALIFICATIONS:** Graduate of a paralegal program or high school graduate with paralegal or related legal secretarial experience. Must have accurate word processing skills and ability to perform paralegal duties, including document preparation and data entry, and all other related functions. The applicant should have a demonstrated interest in assisting persons with low incomes. Ability to speak, read and write Spanish fluently is required for two of the three positions.
- DUTIES:** Depending on assignment, duties may include the following:
Provides a welcoming and reassuring point of access for applicants and clients; interviews applicants and completes applications for legal services (in-person, telephonic and online applications); determines eligibility for services; conducts conflict checks; under the supervision of an attorney, provides legal advice and brief service; prepares correspondence or other appropriate documents; documents all activities in CLS' case management system.
- Performs other duties as assigned. Duties may include all or some of the functions detailed above.
- SALARY:** These positions are covered by a Collective Bargaining Agreement (CBA) and salaries are dependent on experience as provided in the CBA. The salaries range from \$22,360.00 for less than one year of experience to \$ 47,548.80 for 29 years of experience. Excellent benefits package, including 12 paid holidays, health, dental and disability insurance, additional compensation for bilingual ability and more.
- 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, Attention: Human Resources Administrator
- CLOSING DATE:** Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.