

ORGANIZATION: Community Legal Services, Inc.
www.clsaz.org

POSITION: **PARALEGAL/LEGAL ASSISTANT (EMPLOYMENT, FARMWORKER, & TAX LAW)**

LOCATION: Phoenix Office
305 South Second Avenue
Phoenix, AZ

QUALIFICATIONS: High school graduate with related paralegal/legal secretary 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 and write Spanish fluently is required.

DUTIES: Directly assist attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases involving employment, farmworker, and tax, law issues. May be required to represent clients in administrative hearings. Responsible for opening, organizing, maintaining and closing all client and litigation files. Directly assist attorneys with discovery, trial and appeal preparation. Prepare and/or draft correspondence, assist attorneys with formatting legal memorandum and pleadings. Interact with clients and the general public; perform other administrative tasks as delegated by the manager. Perform legal education outreach on topics of employment and farmworker law. Flexibility to work weekends and evenings as required.

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

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 Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled. (First review of resumes will take place on December 20th, 2018)

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER