

MARICOPA COUNTY
CENTRAL OFFICE
305 South Second Avenue
Phoenix, Arizona 85003-2402

FARMWORKER OFFICE
305 South Second Avenue
Phoenix, Arizona 85003-2402

EAST VALLEY OFFICE
1220 S. Alma School Road
Suite 206
Mesa, Arizona 85210

MOHAVE OFFICE
2701 E. Andy Devine, Suite 400
Kingman, Arizona 86401



SAN LUIS OFFICE
845 East "B" St., Suite 1
San Luis, Arizona 85349

YAVAPAI OFFICE
148 N. Summit Avenue
Prescott, Arizona 86301

YUMA OFFICE
204 South 1st Avenue
Yuma, Arizona 85364

VOLUNTEER LAWYERS PROGRAMS
Maricopa County - Central Office
Mohave/La Paz Counties - Kingman Office
Yavapai County - Prescott Office
Yuma County - Yuma Office

ADMINISTRATIVE OFFICE
HUMAN RESOURCES ADMINISTRATOR
LILLY PANIAGUA

P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538
Telephone (602) 258-3434, Ext. 2420
FAX (602) 253-1536
TDD (602) 254-9852

JOB ANNOUNCEMENT

- ORGANIZATION:** Community Legal Services, Inc.
305 South Second Avenue
Phoenix, Arizona 85003
www.clsaz.org
- POSITION:** **PARALEGAL/LEGAL ASSISTANT**
FULL TIME (HOUSING)
- QUALIFICATIONS:** 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 Spanish is desirable.
- DUTIES:** Directly assist managing attorney and staff attorneys with litigation support. Research and draft legal memorandums and pleadings; search property records on the Maricopa County Recorder's website and the Maricopa County Assessor's website; prepare correspondence; perform fact investigation. Interact with clients and the general public; perform other telephone, eligibility and administrative tasks.
- 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:

Lilly Paniagua-Human Resources Administrator
COMMUNITY LEGAL SERVICES
P.O. Box 21538
Phoenix, Arizona 85036-1538
lpaniagua@clsaz.org / infojobs@clsaz.org
- CLOSING DATE:** Open Until Filled

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.

