

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

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

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

YAVAPAI OFFICE
148 N. Summit Avenue
Prescott, Arizona 86301



LAW OFFICES

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

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

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

JOB ANNOUNCEMENT

ORGANIZATION: Community Legal Services, Inc.
305 South Second Avenue
Phoenix, Arizona 85003
www.clsaz.org

POSITION: **PARALEGAL - PHOENIX – TRIAGE UNIT**

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 preferred.

DUTIES: Responsibilities and duties include, but are not limited, to the following:

Is welcoming and reassuring to 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.

SALARY: The salaries range from \$23,108.80 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 and cover letter to:

Lilly Paniagua-Human Resources Administrator
<http://clsaz.org/careers.html>

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.

