

JOB ANNOUNCEMENT

- ORGANIZATION:** Community Legal Services, Inc.
www.clsaz.org
- POSITION:** **PARALEGAL/LEGAL ASSISTANT (HOUSING UNIT)**
- LOCATION:** Central Phoenix Office, 305 S. 2nd Avenue, Phoenix, AZ 85003
- 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 and write Spanish fluently is required.
- DUTIES:** Under the supervision of an attorney, conducts initial client interviews, including home visits when appropriate and requested by managing attorney; drafts legal documents, pleadings, and letters; conducts legal research and investigates; files pleadings; participates in outreach and educational activities throughout Maricopa County; represents clients in administrative proceedings; other duties as assigned.
- 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

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.