

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

POSITION: **PARALEGAL/LEGAL ASSISTANT - PHOENIX – 6 POSITIONS** [TRIAGE UNIT (4), HEALTH AND ECONOMIC STABILITY UNIT (2)]

DESCRIPTION OF DUTIES:

Depending on assignment, duties may include the following:

- 1) 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.
- 2) Directly assists attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases; responsible for opening, organizing, maintaining and closing all client and litigation files; directly assists attorneys with discovery, trial and appeal preparation; prepares and/or drafts correspondence, memorandum and basic pleadings; interacts with clients and the general public.
- 3) Represents clients at administrative agency hearings, including telephone advocacy under appropriate circumstances; conducts initial client interviews, including home visits when appropriate and requested by supervisor; drafts legal documents, pleadings and letters, including case memos and referral memoranda as appropriate; conducts legal research as requested, which may include maintaining "master court calendar"; assists attorneys in the representation of clients before judicial and legislative bodies; assists with the preparation for and delivery of legal services for medical legal partnerships and similar programs; performs outreach function, including service of process as appropriate; performs secretarial tasks as assigned; files pleadings with court clerk, and deliver or direct delivery of subpoenas to witnesses and parties to action.

Performs other duties as assigned. Duties may include all or some of the functions detailed above.

LOCATION: **CLS, Central Phoenix Office**
305 South Second Avenue
Phoenix, Arizona 85003

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.

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 strongly preferred.

**APPLICATION
DEADLINE:**

Open until filled

TO APPLY:

Send cover letter and resume 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

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.