

**ORGANIZATION:** Community Legal Services, Inc.  
305 South Second Avenue  
Phoenix, Arizona 85003  
[www.clsaz.org](http://www.clsaz.org)

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

**DESCRIPTION OF DUTIES:** Directly assist attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases involving employment, farmworker, tax, and consumer 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.

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

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

**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 is required.

**APPLICATION DEADLINE:** Open Until Filled (First review of resumes will take place on June 20th, 2017)

**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](mailto: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.*