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.