

CENTRAL OFFICE  
P.O. Box 21538  
305 South Second Avenue  
Phoenix, Arizona 85036-1538

FARMWORKER OFFICE  
P.O. Box 21538  
305 South Second Avenue  
Phoenix, Arizona 85036-1538

EAST VALLEY OFFICE  
1220 S. Alma School Road, Suite 206  
Mesa, Arizona 85210

## COMMUNITY LEGAL SERVICES LAW OFFICES

### HUMAN RESOURCES ADMINISTRATOR LILLY PANIAGUA

P.O. Box 21538  
305 South Second Avenue  
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Telephone (602) 258-3434, Ext. 2420  
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[www.clsaz.org](http://www.clsaz.org)

MOHAVE OFFICE  
1720 Beverly, Suite A  
Kingman, Arizona 86401

YAVAPAI OFFICE  
401 N. Mount Vernon  
Prescott, Arizona 86301

YUMA OFFICE  
201 South 1st Avenue  
Yuma, Arizona 85364

VOLUNTEER LAWYERS PROGRAMS  
Maricopa County - Central Office  
Yavapai County - Prescott Office  
Yuma/La Paz Counties - Yuma Office

### **JOB ANNOUNCEMENT**

- POSITION:** PARALEGAL/LEGAL ASSISTANT (VOLUNTEER LAWYERS PROGRAM, PHOENIX)
- LOCATION:** 305 S 2ND Avenue, Phoenix, AZ 85003
- QUALIFICATIONS:** Paralegal, legal secretary or other law-related experience. Ability to speak and write Spanish fluently is essential. Excellent people skills, verbal and written communication, and team collaboration required. Experience with volunteers helpful. Demonstrated interest in assisting people with low incomes. Requires word processing skills, ability to perform paralegal and secretarial duties, and attention to detail.
- DUTIES:** Under the supervision of an attorney, provides frequent in person client contacts; communicates advice from staff and volunteer attorneys; may conduct client interviews to screen and investigate; phone and email assistance to clients and volunteers to schedule appointments and exchange information; drafts legal documents, pleadings, and letters; provides litigation and clerical support to volunteer attorneys and staff; documents activities in case management system; opens and closes cases; maintains ticklers; conducts legal research; may file pleadings; assists in recruiting and supporting volunteers; interprets for volunteers and staff; participates in outreach; and other duties as assigned.
- SALARY:** Depending on experience; Excellent benefits, including 12 paid holidays, health, dental, life, disability insurance, and compensation for bilingual skills.
- TO APPLY:** Send resume and cover letter to:  
Lilly Paniagua, 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
- 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.*