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 Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.