

## **JOB ANNOUNCEMENT**

- ORGANIZATION:** Community Legal Services, Inc.  
[www.clsaz.org](http://www.clsaz.org)
- POSITION:** **PARALEGAL/LEGAL ASSISTANT (JUSTICE COURT PROJECT)  
(LIMITED TERM – EXPIRES 12/30/2020)**
- LOCATION:** 620 W. Jackson St., Phoenix, AZ and 18380 N. 40th St., Phoenix, AZ and/or Remote Work as determined by Community Legal Services
- QUALIFICATIONS:** High school graduate with related paralegal / legal secretary 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 fluently is preferred and will be required for some positions.
- DUTIES:** This is a non-exempt position, covered by the overtime and minimum wage provisions of the FLSA. Assist Justice Court Project Staff Attorneys and Managing Attorney by providing legal information and advice, under attorney supervision, researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. The priority area for this position is to provide legal information and/or advice, under the supervision of an attorney, to tenants facing evictions, who are affected by the COVID-19 pandemic due to their possible loss of housing and/or other COVID-19 related issues. This includes private landlord/tenant, subsidized and public housing, as well as housing financed by federal mortgages.
- SALARY:** Depending on experience, benefits package and compensation for bilingual ability.
- TO APPLY:** **Email cover letter and resume 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.***