JOB ANNOUNCEMENT

ORGANIZATION: Community Legal Services, Inc.
www.clsaz.org

POSITION: PARALEGAL/LEGAL ASSISTANT (YAVAPAI COUNTY OFFICE)

LOCATION: 148 N. Summit Avenue, Prescott, AZ 86301

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.

DUTIES: Under the supervision of an attorney, conducts initial client interviews; drafts legal documents, pleadings, and letters; documents case management system; maintains tickler system for cases; provides litigation and clerical assistance to attorneys; conducts legal research and investigates cases; files pleadings; participates in outreach and educational activities throughout Arizona; other duties as assigned.

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

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