



Administrative Office

Lilly Paniagua
Human Resources Administrator
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

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