

MARICOPA COUNTY  
CENTRAL OFFICE  
305 South Second Avenue  
Phoenix, Arizona 85003-2402

FARMWORKER OFFICE  
305 South Second Avenue  
Phoenix, Arizona 85003-2402

MOHAVE OFFICE  
2701 E. Andy Devine, Suite 400  
Kingman, Arizona 86401

YAVAPAI OFFICE  
148 N. Summit Avenue  
Prescott, Arizona 86301



**Community**  
Legal Services

SAN LUIS OFFICE  
845 East "B" St., Suite 1  
San Luis, Arizona 85349

YUMA OFFICE  
204 South 1st Avenue  
Yuma, Arizona 85364

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

**ADMINISTRATIVE OFFICE  
HUMAN RESOURCES ADMINISTRATOR  
LILLY PANIAGUA**

P.O. Box 21538  
305 South Second Avenue  
Phoenix, Arizona 85036-1538  
Telephone (602) 258-3434, Ext. 2420  
FAX (602) 253-1536  
TDD (602) 254-9852

**JOB ANNOUNCEMENT**

**ORGANIZATION:** Community Legal Services, Inc.  
[www.clsaz.org](http://www.clsaz.org)

**WHO WE ARE:** Community Legal Services (CLS) is a team of highly motivated individuals, who provide legal assistance, advice or representation, self-help materials and legal education so people can know their rights. We focus on helping survivors of domestic violence; assisting victims of consumer fraud and abuse, protecting tenants from unlawful/unfair practices by landlords, foreclosures, legal problems affecting agricultural workers, wage claims and other employment matters, and federal and state programs affecting people's health and economic stability. We are dedicated to addressing economic, racial and other inequities by delivering legal services and education to vulnerable members of the community.

**POSITION:** Managing Attorney, Triage Unit

**DESCRIPTION:** The Managing Attorney must demonstrate Community Legal Services' core values – Collaboration, Excellence, Respect and Humanity. The Managing Attorney is responsible for the day to day operation of the Triage Unit. The Managing Attorney supervises all staff attorneys and paralegals in the Unit. They establish and maintain staff schedules to ensure telephone (call center), walk-in and online applicants are assisted in a prompt, professional, proper and effective manner. They ensure all applications are handled within established requirements pursuant to CLS policies, procedures and directives, and funder or additional requirements. The Managing Attorney reviews the files, legal work and advocacy of all Unit staff, and review all closed cases. The Managing Attorney maintains their own legal advice and brief service caseload. The Managing Attorney is expected to play an active leadership role in CLS' commitment to engage in strategic advocacy, to address civil legal problems of community members with low incomes and increase access to justice for all Arizonans. The Managing Attorney performs all other duties in the job description for this position, and all other duties as assigned.

**LOCATION:** 305 S. 2<sup>nd</sup> Avenue  
Phoenix, AZ 85003



*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.*



**SALARY:** Depending on licensure and experience; excellent benefits package, including 12 paid holidays; a generous PTO plan (vacation, sick and personal leave); health and dental insurance (95% employee - 70% dependents), disability insurance, malpractice insurance, educational loan assistance, 403b pension plan (base and matching contributions), bar dues payment, possible eligibility for the Public Service Loan Forgiveness Program and more.

**REQUIREMENTS:** The successful candidate for this position will have a commitment to economic and racial justice for clients and the community. Candidates must have a minimum of five years of legal experience, which includes litigation and community outreach and involvement. Strong preference will be given to candidates who have worked in legal services and/or demonstrated a commitment to high quality legal assistance and strategic advocacy on behalf of people with low incomes. The successful candidate will demonstrate and support CLS' core values, be solution and results oriented and flexible. Excellent oral and written communication skills are required, and the ability to collaborate with others (internal and external), identify and resolve legal issues in multiple legal practice areas properly and effectively or provide instruction as to how the issue (intake) should be handled. The ability to speak and write Spanish fluently is preferred but not required. Must be a member of the Arizona State Bar or eligible for admission upon hire.

**APPLICATION DEADLINE:** Open until position is filled.

**TO APPLY:** Send cover letter, resume, a writing sample, three (3) professional references and two (2) personal references to: Human Resources [lpaniagua@clsaz.org](mailto:lpaniagua@clsaz.org) or email documents to [infojobs@clsaz.org](mailto:infojobs@clsaz.org) Attention: Human Resources

***COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER***