

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

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: **PARALEGAL/LEGAL ASSISTANT (PROPOSITION 207
EXPUNGEMENTS – LIMITED THREE YEAR TERM)**

LOCATION: Remote (currently), and onsite at Maricopa County Justice Courts and CLS offices as determined by Community Legal Services.

QUALIFICATIONS: High school graduate with related legal secretarial 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 desired but not required.

DUTIES: Directly assist attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases involving Proposition 207 expungement cases. Directly assist attorneys with discovery, trial and appeal preparation. Prepare and/or draft correspondence, assist attorneys with formatting legal memorandum and pleadings. Interact with clients and the general public; perform other administrative tasks as delegated by the manager. Perform legal education outreach on topics of Proposition 207 Expungements. Flexibility to work weekends and evenings as required.



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 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, educational loan assistance, 401k pension plan, compensation for bilingual (Spanish fluency) ability, and more.
- TO APPLY:** Send cover letter, resume, a writing sample, three (3) professional references and two (2) personal references to: Human Resources lpaniagua@clsaz.org or email documents to infojobs@clsaz.org Attention: Human Resources
- CLOSING DATE:** Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER