

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: **CASE MANAGEMENT SPECIALIST AND DATA COORDINATOR**

Community Legal Services is seeking an individual to participate in the planning, testing and implementation of a new case management system (CMS). After launch, this position will develop, refine and manage reports from the CMS and other sources; respond to CMS helpdesk requests; implement new features; update CMS based on changes in priorities or data collection needs; train staff on the CMS, manage CMS and recommend changes for technical compliance with grant requirements; field/look up management; documentation development; complete grant reports; participate in the development, execution and measurement of goals for CLS' strategic plan and other duties as assigned.

LOCATION: 305 South Second Avenue
Phoenix, Arizona 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.



QUALIFICATIONS: The successful candidate will have a demonstrated interest in and commitment to the needs of individuals with low incomes and the diverse client community CLS serves; knowledge of or ability to quickly learn CLS' the workflow of CLS' areas of legal practice; ability to explain technical concepts and instructions to those without a technical background; ability to explain project requirements to developers and act as a liaison between the developer and firm; strong interpersonal skills and successful experience working in a team-based setting; project planning and project management experience preferred; experience with law firm workflow beneficial; solid written and oral communication skills; good skills in the area of critical thinking, organization and problem solving, good business acumen and the ability to prioritize multiple projects and meet firm deadlines.

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, malpractice insurance, 403b pension plan, and more.

TO APPLY: Send cover letter, resume, 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