

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: **ADMINISTRATIVE ASSISTANT, ADMINISTRATION UNIT**

DESCRIPTION: Operates multi-line telephone system to answer incoming calls, directs callers to appropriate personnel or queue, assists applicants, clients and public that come into the office, conducts preliminary application for legal services screening, provides back-up written translation assistance to Bi-Lingual Assistant, assists the Human Resources Administrator, and provides other assistance to Management in the Administrative Unit as needed.

LOCATION: Central Phoenix Office
305 South 2nd 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.



REQUIREMENTS: Ability to speak and write in English and Spanish fluently required. Associate's degree or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience. Experience working for a law firm, particularly a legal aid firm preferred. Demonstrated commitment to providing services to persons with low incomes and vulnerable populations.

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