

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:** ADMINISTRATIVE ASSISTANT-FULL TIME

**DESCRIPTION:** Community Legal Services is seeking an Administrative Assistant to provide support to the Deputy Director and Director of Litigation and Advocacy. This position will be responsible for scheduling meetings and calendaring deadlines; drafting correspondence, reports and other materials; carrying out assigned projects; communicating with managers, attorneys, staff and others as directed; ordering, distributing and updating or coordinating the updating of all legal resources firm-wide; contract management for legal resources; providing backup support for other positions in the unit; providing litigation support and; all other duties as assigned.

**LOCATION:** 305 South Second Avenue  
Phoenix, Arizona 85003  
This position is a hybrid position (remote and in office).



*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 including 12 paid holidays, health and disability insurance, dental insurance, malpractice insurance and additional compensation for bilingual ability.

**QUALIFICATIONS:** The qualified applicant must: have worked in a law firm or related field, have excellent written and oral communications skills; detail-oriented; good interpersonal skills; flexible; good judgment, analytical and time management skills; excellent proofreading and editing skills; be able to work independently; be able to plan and organize their workload; be a self-starter and be able to lift 10 pounds. Ability to speak and write Spanish preferred but not required.

**TO APPLY:** Send cover letter, resume and three (3) professional references to:  
[lpaniagua@clsaz.org](mailto:lpaniagua@clsaz.org)

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