

CENTRAL OFFICE
P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538

FARMWORKER OFFICE
P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538

EAST VALLEY OFFICE
1220 S. Alma School Road, Suite 206
Mesa, Arizona 85210



MOHAVE OFFICE
1720 Beverly, Suite A
Kingman, Arizona 86401

YAVAPAI OFFICE
401 N. Mount Vernon
Prescott, Arizona 86301

YUMA OFFICE
201 South 1st Avenue
Yuma, Arizona 85364

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

COMMUNITY LEGAL SERVICES LAW OFFICES

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
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JOB ANNOUNCEMENT

- POSITION:** PARALEGAL/LEGAL ASSISTANT (VOLUNTEER LAWYERS PROGRAM, PHOENIX)
- LOCATION:** 305 S 2nd Avenue, Phoenix, AZ 85003
- QUALIFICATIONS:** Paralegal, legal secretary or other law-related experience. Excellent people skills, verbal and written communication, and team collaboration required. Experience with volunteers helpful. Experience with family law or domestic violence helpful. Demonstrated interest in assisting people with low incomes. Requires word processing skills, ability to perform paralegal and secretarial duties, and attention to detail. Ability to speak Spanish helpful.
- DUTIES:** Under the supervision of an attorney, provides frequent in person and phone contacts with applicants and clients; screens applicants to determine eligibility; reviews requests for potential conflicts; may communicate advice from volunteer attorneys; may assist applicants to prepare for interviews with volunteer attorneys; phone and email communication with clients and volunteers to schedule appointments and exchange information; prepare correspondence; may draft legal documents; documents activities in case management system; opens and closes cases; maintains ticklers; collects information and data for reports; may assist in recruiting and supporting volunteers; may interpret for volunteers and staff; participates in outreach; and other duties as assigned. Some work can be done remotely.
- SALARY:** Depending on experience; Excellent benefits, including 12 paid holidays, health, dental, life, disability insurance, and compensation for bilingual skills.
- TO APPLY:** Send resume and cover letter to:
Lilly Paniagua, Human Resources Administrator
COMMUNITY LEGAL SERVICES
P.O. Box 21538
Phoenix, Arizona 85036-1538 Or
Email documents to infojobs@clsaz.org Attention: Human Resources Administrator
- CLOSING DATE:** Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.



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.