

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.

The Tenants Eviction Assistance Project provides legal advice, representation and assistance to tenants residing in the City of Phoenix. This project is a partnership between the City of Phoenix and Community Legal Services. The goal of this program is to safeguard the rights of tenants in the City and prevent illegal evictions.

POSITION: **STAFF ATTORNEY (TENANTS EVICTION ASSISTANCE PROJECT)
(LIMITED TERM – EXPIRES 6/30/2023)**

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

QUALIFICATIONS: Desire to assist tenants facing eviction in Justice Courts daily, including providing legal information, negotiating with opposing counsel and landlords, conducting trials.

Education/Experience: *Juris Doctorate* (J.D.) or law degree from an accredited law school

Certificates and Licenses: Member of the Arizona State Bar or eligible to practice law in Arizona pursuant to Rule 38 or other applicable rule or order.



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.



Ability to speak and write Spanish fluently is desired.

DUTIES:

This is an exempt position that executes the duties of a professional involving the exercise of discretion and judgment. Tenants Eviction Assistance Project (TEAP) Staff Attorneys are responsible for the provision of legal services to eligible tenants facing eviction at assigned Justice Courts in the areas of the Arizona Residential Landlord and Tenant Act and Arizona state and federal housing laws, including those related to COVID-19. The priority area for this position provides legal information, advice and/or representation to tenants facing evictions. This includes private landlord/tenant, subsidized and public housing, as well as housing financed by federal mortgages.

SALARY:

Depending on licensure and 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, educational loan assistance, 403b pension plan, bar dues payment, possible eligibility for the Public Service Loan Forgiveness Program, 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