

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

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

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: **PARALEGAL/LEGAL ASSISTANT (HEALTH & ECONOMIC STABILITY)**

DESCRIPTION: Directly assist attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases involving government programs including, but not limited to, cash assistance, nutrition assistance, Social Security and health care. Responsible for opening, organizing, maintaining and closing all client and litigation files. Directly assist attorneys with discovery, trial and appeal preparation. Represent clients in administrative hearings. Participate in in-person outreach and educational community events occasionally. Prepare and/or



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.



draft correspondence, memorandum and basic pleadings. Interact with clients and the general public; perform other administrative tasks.

QUALIFICATIONS: High school graduate with related legal secretarial experience and/or graduate of a paralegal program. Must have accurate word processing skills and ability to perform secretarial and paralegal duties and functions. The applicant should have a demonstrated interest in assisting low-income people. Ability to speak Spanish or American Sign Language is desirable.

SALARY: Depending on experience; excellent benefits including 12 paid holidays, health and disability insurance, dental insurance, malpractice insurance and additional compensation for bilingual ability.

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

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.