

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:** **PARALEGAL/LEGAL ASSISTANT (EMPLOYMENT, FARMWORKER, TAX LAW)**

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

**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 and write Spanish is required.

**DUTIES:** Directly assist attorneys and advocates with word processing, court filings (standard and electronic), docketing, and scheduling in cases involving employment, farmworker, and tax, law issues. May be required to represent clients in administrative hearings. Responsible for opening, organizing, maintaining and closing all client and litigation files. Directly assist attorneys with discovery, trial and appeal preparation. Prepare and/or draft

