

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

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
www.clsaz.org

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

JOB ANNOUNCEMENT

- ORGANIZATION:** Community Legal Services, Inc.
305 South Second Avenue
Phoenix, Arizona 85003
www.clsaz.org
- POSITION:** **PARALEGAL/LEGAL ASSISTANT-INTAKE (YUMA OFFICE)**
- QUALIFICATIONS:** Graduate of a paralegal program or high school graduate with paralegal or related legal secretarial experience. Must have accurate word processing skills and ability to perform paralegal duties, including document preparation and data entry, and all other related functions. The applicant should have a demonstrated interest in assisting persons with low incomes. Ability to speak, read and write Spanish fluently is required
- DUTIES:** Depending on assignment, duties may include the following:
- Provides a welcoming and reassuring point of access for applicants and clients; interviews applicants and completes applications for legal services (in-person, telephonic and online applications); determines eligibility for services; conducts conflict checks; under the supervision of an attorney, provides legal advice and brief service; prepares correspondence or other appropriate documents; documents all activities in CLS' case management system.
- Performs other duties as assigned. Duties may include all or some of the functions detailed above.
- SALARY:** These positions are covered by a Collective Bargaining Agreement (CBA) and salaries are dependent on experience as provided in the CBA. The salaries range from \$28,039.20 for less than one year of experience to \$ 54,850.40 for 29 years of experience. Excellent benefits package, including 12 paid holidays, health, dental and disability insurance, additional compensation for bilingual ability and more.
- TO APPLY:** Send resume and cover letter to:
- Lilly Paniagua-Human Resources Administrator
<http://clsaz.org/careers.html>



*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.*



CLOSING DATE: Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.