ORGANIZATION: Community Legal Services, Inc.  
www.clsaz.org

POSITION: PARALEGAL/LEGAL ASSISTANT (STATEWIDE CONSUMER LAW PROJECT)

LOCATION: 305 South Second Avenue  
Phoenix, Arizona 85003

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.

DUTIES: Under the supervision of an attorney, conducts initial client interviews; drafts legal documents, pleadings, and letters; documents case management system; provides litigation and clerical assistance to attorneys; conducts legal research and investigates cases; assists in the preparation of negotiation, pre-trial and trial documents, maintains trial calendars, files pleadings; participates in outreach and educational activities throughout Arizona; other duties as assigned.

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 fluently is helpful. Experience working on litigation caseload highly preferred.

**SALARY:** Depending on experience, excellent benefits package, including 12 paid holidays, health, dental and disability insurance, compensation for bilingual ability and more.

**TO APPLY:** Send resume, cover letter and references to:

Lilly Paniagua, Human Resources Administrator
COMMUNITY LEGAL SERVICES
Email documents to infojobs@clsaz.org Attention: Human Resources Administrator

**CLOSING DATE:** Open Until Filled