

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

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

POSITION: **STAFF ATTORNEY, TRIAGE**

LOCATION: 305 South Second Avenue
Phoenix, Arizona 85003
Hybrid Workplace

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: Interviews applicants and clients; evaluates case for appropriate action; provides legal advice, brief service and direct representation; completes applications for services and performs file management; provides supervision of paralegals' legal work as directed; negotiates settlements; engages in community education and outreach activities; conducts legal research; actively participates in strategic advocacy to eliminate systemic barriers to access to justice to persons with low incomes. Performs other duties as assigned.



*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.*



QUALIFICATIONS: The qualified applicant must demonstrate Community Legal Services' core values - Collaboration, Excellence, Respect and Humanity along with a commitment to economic and racial justice for clients and the community. Candidates must be a member of the Arizona State Bar or eligible for admission upon hire. Strong preference will be given to candidates who have worked in legal services and/or demonstrated a commitment to high quality legal assistance and strategic advocacy on behalf of people with low incomes. The ability to speak and write Spanish fluently is preferred but not required.

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 (base and matching contributions), bar dues payment, possible eligibility for Public Service Loan Forgiveness Program 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