COMMUNITY LEGAL SERVICES

HUMAN RESOURCES ADMINISTRATOR
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JOB ANNOUNCEMENT

ORGANIZATION: Community Legal Services, Inc.
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 (TRIAGE)

LOCATION: 305 S. 2nd Avenue, Phoenix, AZ 85003

QUALIFICATIONS: High school graduate with related paralegal / legal secretary experience and/or graduate of a paralegal program. 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 preferred.

DUTIES: Responsibilities and duties include, but are not limited, to the following: 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.

**SALARY:** Depending on 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, educational loan assistance, 401k pension plan, possible eligibility for the Public Service Loan Forgiveness Program, compensation for bilingual (Spanish fluency) ability, and more.

**TO APPLY:** Send resume and cover letter to infojobs@clsaz.org
Attention: Human Resources Administrator

**CLOSING DATE:** Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.