COMMUNITY LEGAL SERVICES
LAW OFFICES

HUMAN RESOURCES ADMINISTRATOR
LILLY PANIAGUA
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COMMUNITY LEGAL SERVICES
Law Offices

VOLUNTEER LAWYERS PROGRAMS
Maricopa County - Central Office
Yavapai County - Prescott Office
Yuma/La Paz Counties - Yuma Office

JOB ANNOUNCEMENT

POSITION: PARALEGAL/LEGAL ASSISTANT (VOLUNTEER LAWYERS PROGRAM, FLAP- FAMILY LAWYERS ASSISTANCE PROGRAM, PHOENIX)

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

QUALIFICATIONS: Paralegal, legal secretary or other law-related experience. Ability to speak Spanish fluently preferred. Excellent people skills, kindness and respect, verbal and written communication, and team collaboration required. Experience with volunteers helpful. Demonstrated interest in assisting people with low incomes. Requires word processing skills, ability to perform paralegal and secretarial duties, and attention to detail.

DUTIES: Under the supervision of an attorney, provides frequent remote and some in person client contacts; communicates advice from staff and volunteer attorneys; conduct client intakes to screen and investigate facts; phone and email assistance to clients and volunteers to schedule appointments; exchange information and retrieve documents; assist volunteer attorneys and Volunteer Lawyers Program staff; documents activities in case management system; opens and closes cases; draft closing letters; update and attach advice and documents to the case management system; maintain ticklers; help maintain data for grants; assists in recruiting and supporting volunteers; if applicable, interprets for volunteers and staff; participates in outreach; participates in volunteer attorney recognition; and other duties as assigned.

SALARY: Depending on experience; Excellent benefits, including 12 paid holidays, health, dental, life, disability insurance, and compensation for bilingual skills.

TO APPLY: Send resume and cover letter to:
Lilly Paniagua, Human Resources Administrator
COMMUNITY LEGAL SERVICES
P.O. Box 21538
Phoenix, Arizona  85036-1538
Or
Email documents to infojobs@clsaz.org Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.