

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  
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[www.clsaz.org](http://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**

- 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](mailto:infojobs@clsaz.org) Attention: Human Resources Administrator
- CLOSING DATE:** Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.



*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.*