

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



Community
Legal Services

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

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: **CASE MANAGEMENT SPECIALIST AND TECHNOLOGY SPECIALIST**

Community Legal Services (CLS) is seeking a passionate and innovative Case Management and Legal Technology Specialist to join our team. The ideal candidate will be knowledgeable in the LegalServer case management system, and be at the forefront of developing and implementing legal technology projects. This role requires a unique blend of technology proficiency, legal knowledge, and creativity to identify and exploit opportunities to enhance the delivery of legal services and increase our organization's impact.

LOCATION: 305 South Second Avenue
Phoenix, Arizona 85003

QUALIFICATIONS: The successful candidate will have a demonstrated interest in and commitment to the needs of individuals with low incomes and the diverse



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.



client community CLS serves; knowledge of or ability to quickly learn the workflow of CLS' areas of legal practice; ability to explain technical concepts and instructions to those without a technical background; ability to explain project requirements to stakeholders and act as a liaison between the stakeholders and firm; strong interpersonal skills and successful experience working in a team-based setting; project planning and project management experience preferred; experience with law firm workflow beneficial; solid written and oral communication skills; good skills in the area of critical thinking, organization and problem solving, good business acumen and the ability to prioritize multiple projects and meet firm deadlines. Bachelor's degree in Computer Science, Information Technology, or a related field strongly preferred, though extensive technology project experience and qualifications/certifications may be considered equivalent. A Juris Doctor (JD) degree or experience in civil law would be a plus, but is 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, 403b pension plan, possible eligibility for the Public Service Loan Forgiveness Program, compensation for bilingual (Spanish fluency) ability, and more.

TO APPLY: Send cover letter, resume, three (3) professional references and two (2) personal references to: Human Resources lpaniagua@clsaz.org or email documents to infojobs@clsaz.org Attention: Human Resources

CLOSING DATE: Open Until Filled