

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

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

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
TDD (602) 254-9852
www.clsaz.org

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 (TENANTS EVICTION ASSISTANCE PROJECT)**
(LIMITED TERM – EXPIRES 12/31/2024)

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. Conduct intake applications and interviews, participate in in-person community outreach and education. Must have accurate word processing skills and ability to perform secretarial and paralegal duties and functions. The applicant should have a demonstrated interest in assisting low-income people. Ability to speak and write Spanish fluently is preferred and will be required for some positions.



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.

DUTIES:

This is a non-exempt position, covered by the overtime and minimum wage provisions of the FLSA. Assist TEAP Staff Attorneys and Director by providing legal information and advice, under attorney supervision, researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. The priority area for this position is to conduct intake applications (remotely and in-person), participate in outreach and educational events and activities in Maricopa County and provide legal information and/or advice, under the supervision of an attorney, to tenants facing evictions or in danger of becoming unhoused. This includes private landlord/tenant, subsidized and public housing, as well as housing financed by federal mortgages.

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.