

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

POSITION: CLINIC PARALEGAL/LEGAL ASSISTANT
(VOLUNTEER LAWYERS PROGRAM, PHOENIX)

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

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.

QUALIFICATIONS: Paralegal, legal secretary or other law-related experience. Excellent people skills, verbal and written communication, and team collaboration required. Experience with volunteers helpful. Experience with family law or persons, who are victims or survivors of domestic violence helpful. Demonstrated interest in assisting people with low incomes. Requires word processing skills, ability to perform paralegal and secretarial duties, and attention to detail. Experience with Microsoft Windows, Word, Outlook and Excel. Familiarity with a case management system and sharing folders within a document management system. Ability to speak Spanish helpful.

DUTIES: Under the supervision of an attorney, provides frequent in person and phone contacts with applicants and clients; screens applicants to determine eligibility; reviews requests for potential conflicts; create clinic events and maintain clinic from start to finish; may communicate advice from volunteer attorneys; may



*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.*

assist applicants to prepare for interviews with volunteer attorneys; phone and email communication with clients and volunteers to schedule appointments and exchange information; collect all client documents; maintain case management system; prepare correspondence; may draft legal documents; documents activities in case management system; opens and closes cases; maintains ticklers; collects information and data for reports; may assist in recruiting and supporting volunteers; may interpret for volunteers and staff if applicable; participates in outreach; and other duties as assigned. Some work may be done remotely.

SALARY: Depending on licensure and experience; excellent benefits package, including 12 paid holidays, health and disability insurance, dental insurance, malpractice insurance, educational loan assistance and additional compensation for bilingual ability.

TO APPLY: Send resume and cover letter to:
Lilly Paniagua, Sr. Human Resources Administrator
COMMUNITY LEGAL SERVICES
infojobs@clsaz.org
Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.