



Advocacy. Education. Representation

IDAHO LEGAL AID SERVICES

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PLEASE CIRCULATE/POST POSITION ANNOUNCEMENT

Office Manager – Boise Service Office.

Idaho Legal Aid Services, Inc. (ILAS) is seeking a full time legal secretary/office manager to work at its Boise Service Office. Legal secretarial skills or legal secretarial training is required. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. Applicants must also have a passion for helping people. Preference given to bilingual Spanish speakers.

ILAS is a statewide nonprofit law firm that provides free legal services to low income persons in civil matters. The firm has served Idaho since 1967. Branch offices are located in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls. A satellite office is located at the Nampa Family Justice Center. ILAS also has a Migrant Farmworker Law Unit and an Indian Law Unit.

ILAS provides excellent opportunities for the professional growth of its employees. Starting annual salary for this position is \$23,625 to \$36,525+, DOE. Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; and a 37.5 hour work week. Relocation assistance available.

Application deadline is October 11, 2019. Email cover letter, resume, and names, addresses, and telephone numbers of three references to Drew Dickerson, Boise Office Managing Attorney, at drewdickerson@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer.