



# IDAHO LEGAL AID SERVICES

Administrative Office: 1447 S. Tyrell Lane, Boise, Idaho 83706-4044 |  
Phone: 208.336.8980 | Fax: 208.342.2561 | [www.idaholegalaid.org](http://www.idaholegalaid.org)

*Advocacy. Education. Representation*

## PLEASE CIRCULATE/POST POSITION ANNOUNCEMENT

### Receptionist – Boise Service Office

Idaho Legal Aid Services, Inc. (ILAS) is seeking a full-time receptionist to work at its Boise Service Office. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications; have experience handling busy phones, walk-in clients, data entry, and office machines; 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. Legal secretarial skills or legal secretarial training is a plus.

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. Annual salary for this position is \$21,500 to \$30,000, 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.

Email cover letter, resume, and names, addresses, and telephone numbers of three references to Kimberli Stretch, Boise Office Managing Attorney, at [kimberlistretch@idaholegalaid.org](mailto:kimberlistretch@idaholegalaid.org) by December 21, 2018. ILAS is an equal opportunity, affirmative action employer.

#### REGIONAL OFFICES

BOISE  
1447 S. Tyrell Ln  
Boise ID, 83706  
208.345.0106

NAMPA  
212 12<sup>th</sup> Ave Road  
Nampa, ID 83686  
208.454.2591

COEUR D'ALENE  
610 W. Hubbard St. 219  
Coeur d'Alene, ID 83814  
208.667.9559

LEWISTON  
2230 3<sup>rd</sup> Ave. North  
Lewiston, ID 83501  
208.743.1556

IDAHO FALLS  
482 Constitution Way  
Idaho Falls, ID 83402  
208.524.3660

POCATELLO  
150 S. Arthur #203  
Pocatello, ID 83204  
208.233.0079

TWIN FALLS  
475 Polk Street, Ste 4  
Twin Falls, ID 83301  
208.734.7024

