

Opportunity to Join Non-Profit: Legal Assistant Intake Specialist— Idaho Legal Aid Services, Boise.

Job Summary

Idaho Legal Aid is recruiting an intake specialist to assist in the day-to-day operations of our Boise Service Office. By joining our team, you will have the opportunity to help people every day. Our clients come to us in crisis following upheaval in their lives. We help them navigate the legal system to provide a level of security and get their lives back on track.

The preferred candidate is compassionate, organized, and technically savvy. The position is heavily involved in screening requests—assessing immediate needs and coordinating assistance—spending up to three hours daily staffing our hotline. The position also processes critical court documents that require accuracy, confidentiality, and technical expertise in navigating online platforms. Expertise in Microsoft Applications and Google Docs are essential.

Duties

Represent the organization in a professional manner that respects our diverse clientele
Reception, first point-of-contact for clients seeking our services
Intake screening: gather information while evaluating client risk and eligibility for service
Draft court documents and correspondence using templates
Calendar case deadlines and client appointments
Electronic filing
Run reports, reconcile expenses, and operate translation software
Some out-of-office errands (to courthouse, etc.)
Liaison to statewide colleagues and community partners

Required

Experience in a professional setting
Microsoft Office Applications, (Word, Excel, PPT) and Google Docs
Demonstrated record of reliable attendance

Preferred Experience

Legal secretary or law office environment
Complex software platforms
Proofing/editing/business writing
Non-profit work or volunteer
Bilingual or multilingual relevant to our clientele

Benefits

Health/dental/life insurance/retirement/holidays, sick and vacation leave

Compensation

Entry level: \$23,750+, commensurate with experience

Hours

This is a 37.5 hour workweek, Mon-Friday, 8:30 a.m. to 5:00 p.m.

Email cover letter, résumé, and three references to margaretmajor@idaholegalaid.org by May 21, 2021.

All job offers are contingent upon a criminal background check. Idaho Legal Aid is a drug-free, alcohol-free workplace. In compliance with equal employment laws, all qualified applicants are considered for positions without regard to race, color, national origin, religion, age, marital status, sex, gender identity, or non-job related disability.