



IDAHO LEGAL AID SERVICES

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Advocacy. Education. Representation

Legal Intake Specialist— Idaho Legal Aid Services, Boise

Idaho Legal Aid Services (ILAS) is seeking a full-time intake specialist to work in the Boise Service Office. ILAS is a nonprofit law firm that provides free legal services to low income persons in civil matters. Our clients come to us following upheaval in their lives. We help them navigate the legal system to get their lives back on track.

The preferred candidate is compassionate, organized, and software savvy. The position is heavily involved in screening requests—spending up to three hours daily staffing our advice line—and processes critical court documents that require accuracy, confidentiality, and technical expertise.

Starting annual salary for this position is \$22,625 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 Margaret Major, Office Manager, at margaretmajor@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer.

Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or non-job related disability.