



Advocacy. Education. Representation

IDAHO LEGAL AID SERVICES

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POSITION ANNOUNCEMENT

Nampa Family Justice Center Legal Secretary

Idaho Legal Aid Services (ILAS), Idaho's largest no-cost, public interest law firm, has an opening for a full time (37.5 hours per week) legal secretary to work at its Nampa Family Justice Center (NFJC) office. The NFJC is a partnership of agencies dedicated to ending dating violence, domestic violence, sexual assault and stalking by providing comprehensive, client-centered services in a single location. The NFJC office is staffed by three attorneys and a legal secretary. Supervision and support are provided by ILAS's Nampa office.

The ideal applicant will believe in ILAS's mission of providing access to justice to fellow Idahoans. Applicants should be proficient in Microsoft Office (primarily Word and Excel) and Google applications, and possess the willingness to embrace new technologies to better serve our clients. The position requires high attention to detail, strong people skills and willingness to be a team player. Our work is challenging but rewarding. Preference given to bilingual Spanish speakers.

Annual salary for this position is \$23,750+, DOE (37.5 hour week). Excellent benefits include life, health, dental, and disability insurance. Participation in retirement plan. Generous paid sick and vacation leave. Relocation assistance is available. Applications will be accepted until June 30. Please email your resume with three references to Nancy Hurd, Nampa Family Justice Center Attorney, nancyhurd@idaholegalaid.org. Idaho Legal Aid Services is an equal opportunity employer.