



IDAHO LEGAL AID SERVICES

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Advocacy. Education. Representation

POSITION ANNOUNCEMENT

Bilingual Legal Secretary-Nampa Office

Idaho Legal Aid Services, Inc. is seeking an 80% time (30 hours per week) bilingual (English/ Spanish) secretary to work at its Nampa office. ILAS is Idaho's largest no-cost, public interest law firm. Applicants must believe in our 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 a willingness to be a team player. Our work is challenging but rewarding. The Nampa office is staffed by five attorneys, one paralegal, and three secretaries.

ILAS serves Idaho through seven regional offices and a satellite office at the Nampa Family Justice Center, four statewide attorney staffed toll-free legal advice lines, and extensive online content. ILAS's Migrant Farmworker and Indian Law Units were established to address the unique needs of those populations.

Annual salary for this 80% time position (30 hours per week) is \$19,000+, depending on experience. Salary is increased for past relevant work experience and bilingual abilities. Excellent benefits include life, health, dental, and disability insurance, participation in retirement plan, etc. Generous paid sick and vacation leave. Relocation assistance is available.

Applications will be accepted until the position is filled. Please email your resume with three references to Erik Johnson, Nampa Office Managing Attorney, at erikjohnson@idaholegalaid.org. Idaho Legal Aid Services is an equal opportunity employer.