

## IDAHO LEGAL AID SERVICES

Pocatello Office: 109 N. Arthur, Suite 302, Pocatello, Idaho 83204-3105 Phone: 208.746-7541 | Fax: 208.233-0453 | www.idaholegalaid.org

## Legal Secretary - Pocatello

Idaho Legal Aid Services, Idaho's largest no-cost public interest law firm, has an opening in its Pocatello Office for a full time (37.5 hours/week) legal secretary. Strong secretarial and people skills required. Extra consideration is given to Spanish language speakers. Starting annual salary is \$30,750-\$34,000+, DOE.

Excellent benefits including health, dental, disability and life insurance.

Generous paid sick and vacation leave and ability to participate in retirement plan.

Possible participation in a telecommuting program after three months.

Email cover letter, resume, and list of three references to kyleehansen@idaholegalaid.org



