



Advocacy. Education. Representation

## IDAHO LEGAL AID SERVICES

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PLEASE CIRCULATE/POST  
POSITION ANNOUNCEMENT

### Office Manager – Twin Falls Service Office

Idaho Legal Aid Services, Inc. (ILAS) is a nonprofit law firm seeking a full time legal secretary/office manager to work at its Twin Falls Office. Legal secretarial skills or legal secretarial training is preferred. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. ILAS provides free legal services to low income persons in civil matters and successful applicants must have a passion for our mission and for helping people.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. The work we do at ILAS positively impacts people's lives, such as this recent client, "I am more hopeful about the future at the end of my case than I was before I contacted ILAS. I am not scared anymore . . . my future is full of hope." In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full-time position of 37.5 hours per week.

Starting annual salary for this position is \$33,313 to \$43,713, DOE (salary supplement offered for bilingual employees). Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; retirement contributions, a telecommuting policy; and a 37.5-hour work week. Relocation assistance available.

Email cover letter, resume, and names, email addresses, and telephone numbers of three references to Mike McCarthy, Twin Falls Managing Attorney, at [mikemccarthy@idaholegalaid.org](mailto:mikemccarthy@idaholegalaid.org). Applications accepted until position filled.

*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 disability. For accommodation requests, email Mike McCarthy.*