



*Advocacy. Education. Representation*

## IDAHO LEGAL AID SERVICES

Twin Falls Office: 475 Polk Street, Suite 4, Twin Falls, Idaho 83301-4844 |  
Phone: 208.734.7024 | Fax: 208.734.7067 | [www.idaholegalaid.org](http://www.idaholegalaid.org)

Twin Falls Service Office Legal Secretary:

Idaho Legal Aid Services, Inc. is seeking a part time legal secretary to work at its Twin Falls office. The Twin Falls office is staffed by three attorneys, an Office Manager and an Outreach Worker.

The ideal applicant will believe in our mission of providing access to justice to fellow Idahoans. Applicants should be proficient in Microsoft Office (primarily Word), 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. Bilingual Spanish speaker applicants will be given preference.

Idaho Legal Aid Services is a statewide non-profit law firm that provides free legal services to low income Idahoans. We serve Idaho through seven regional offices, the NFJC office, three statewide attorney staffed toll-free legal advice lines and extensive online content. ILAS established its Migrant Farmworker and Indian Law Units to address the unique needs of those populations.

Compensation dependent on experience. Excellent benefits including life, health, dental, and disability insurance. Generous leave benefits. Relocation assistance available. Applications will be accepted until the position is filled. Please email your resume with three references to Mike McCarthy, Managing Attorney, [mikemccarthy@idaholegalaid.org](mailto:mikemccarthy@idaholegalaid.org), and Tina Young, Office Manager, [tinayoung@idaholegalaid.org](mailto:tinayoung@idaholegalaid.org). Idaho Legal Aid Services is an equal opportunity employer.

### Administrative Office

1447 S. Tyrell Lane  
Boise, ID 83706-4044  
208.336.8980

