Managing Attorney – Pocatello Office

Program Description: Idaho Legal Aid Services, Inc. (ILAS) is a statewide nonprofit law firm that serves the civil legal needs of low-income and vulnerable Idahoans. Our clients include: survivors of domestic and sexual violence and stalking; housing insecure Idahoans; and vulnerable seniors and children. Our impact attorneys have brought civil rights cases of national significance while our Indian and Migrant Farmworker Units provide legal assistance to historically marginalized communities.

Our staff love working at ILAS due to the opportunity to help people in our community while having a sustainable work-life balance. In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. Our full-time positions are 37.5 hours/week.

Location Description: Pocatello, Idaho is a vibrant small city in southeast Idaho with a high quality of life and close proximity to outdoor recreational activities, such as hiking, mountain biking, swimming, fishing, and more. In warm weather, locals can float or kayak the Portneuf River and in the winter, the Pebble Creek Ski Area is only thirty minutes away for close access to skiing and snowboarding. Pocatello is near to the Shoshone-Bannock Fort Hall Reservation, which offers recreation and history through its museum, casino, and resort and spa. Pocatello is also nearby Yellowstone National Park, which is about a 2.5 hour drive away, and Grand Teton National Park, which is less than a 3-hour drive away.

Position Description: ILAS is seeking a full-time Managing Attorney for its Pocatello Office. The Managing Attorney will oversee the day-to-day activities of the Pocatello Office, supervise and mentor the attorneys and support staff assigned to the office, engage in direct representation of clients, and ensure compliance with ILAS policies and procedures. The Managing Attorney position reports to the Deputy Director.

The Managing Attorney's management and administrative duties will include, but are not limited to: working with their attorneys and support staff to ensure compliance with ILAS policies and procedures related to client cases, office conduct, and administrative deadlines; evaluating and reviewing staff attorney performance of oral and written advocacy; use of ILAS's case management system, including periodic review of cases; effectively communicating ILAS policies and procedures to staff; effectively coaching staff to meet expectations; working with the Executive and Deputy Directors to ensure effective representation and compliance with ILAS policies and the Idaho State Bar Rules of Professional Conduct; promoting a respectful

workplace and fostering cooperation among staff; providing staff with consistent and ongoing performance feedback; monitoring the office's budget and expenses; identifying issues within the office that affect clients and/or staff; and collaborating with the Deputy Director to identify training needs of staff.

The Managing Attorney's direct representation of clients will include representation across several practice areas but will focus on: serving survivors of domestic or sexual violence, dating violence, and stalking with their civil legal needs; housing law; elder law; and tribal law practice with the Shoshone-Bannock Tribes at the Fort Hall Reservation in matters of civil and criminal legal representation, including, but not limited to: last will and testaments and child protection cases.

The Managing Attorney's duties will include: managing their individual cases and casework; calling and meeting with clients; interviewing witnesses; trial preparation; researching and writing briefs and memorandums; drafting complaints and other pleadings; and litigating matters. The attorney will be expected to use professional judgment to manage a caseload. The attorney will also conduct occasional outreach activities or educational workshops to individuals and organizations that serve our client community, including LGBTQ, unhoused, Native American, immigrant, and Latinx persons.

Qualifications: The applicant must have at least three (3) years of experience as a practicing attorney. The applicant must hold a Juris Doctor degree. The applicant must be a member in good standing of the Idaho Bar Association or be eligible for admission to the Idaho Bar Association by examination, UBE score transfer, or motion in the next six months. The applicant must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. Extra consideration given to applicants with a history of public service or fluency in languages relevant to our client community.

Benefits: This is a full-time position of 37.5 hours per week. The attorney would be eligible to participate in a limited telecommuting program after three months of working at ILAS. ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The attorney would have ample ability to attend trainings relevant to their legal work. Excellent benefits including life, health, dental, and disability insurance. Staff may qualify for a Legal Services Corporation loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available. The salary range for this position is $75,600 - $108,000 DOE.

How to Apply: Email your cover letter, resume, and list of three professional references to Bev Allen, Executive Assistant, at: bevallen@idaholegalaid.org. You can also email or call Ms. Allen at: (208) 807-2606 to request application or interview accommodations. This position will be open until filled.

Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. ILAS is an equal opportunity, affirmative action employer. We value a diverse workforce to serve our client community. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, or disability.