



Advocacy. Education. Representation

## IDAHO LEGAL AID SERVICES

Lewiston Office: 2230 3<sup>rd</sup> Ave North, Lewiston, Idaho 83501-1624 |  
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### POSITION ANNOUNCEMENT

#### *Legal Secretary – Idaho Legal Aid Services, Lewiston Office*

Idaho Legal Aid Services, Inc. (ILAS) is seeking a full-time legal secretary to work in its Lewiston office. Legal secretarial skills or legal secretarial training is required. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), database and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills.

ILAS is a statewide nonprofit law firm that provides free legal services to low income persons in civil matters. The firm has served Idaho since 1967. Branch offices are located in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls.

ILAS provides excellent opportunities for the professional growth of its employees. Annual salary DOE. Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; and a 37.5 hour work week.

Application deadline is May 24, 2019. Send cover letter, resume and contact information to Lisa Tenny, Lewiston Office Manager, at [lisatenny@idaholegalaid.org](mailto:lisatenny@idaholegalaid.org). ILAS is an equal opportunity, affirmative action employer.

#### ADMINISTRATIVE OFFICE

1447 S. Tyrell Lane  
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208.336.8980

