

Opportunity to Join Non-Profit: Legal Assistant Intake Specialist— Idaho Legal Aid Services, Boise.

Job Summary

Idaho Legal Aid is recruiting an intake specialist to assist in the day-to-day operations of our Boise Service Office. By joining our team, you will have the opportunity to help people, every day. Our clients come to us in crisis following upheaval in their lives. We help them navigate the legal system to provide a level of security and get their lives back on track.

The preferred candidate is compassionate, organized, and technically savvy. The position is heavily involved in screening requests—assessing immediate needs and coordinating assistance—spending up to three hours daily staffing our hotline. The position also processes critical court documents that require accuracy, confidentiality, and technical expertise in navigating online platforms. Expertise in Office 365 and Google Docs are essential.

Duties

Represent the organization in a professional manner that respects our diverse clientele

Reception, first point-of-contact for clients seeking our services

Intake screening: gather information while evaluating client risk and eligibility for service

Draft court documents and correspondence using templates

Calendar case deadlines and client appointments

Physical and online filing

Some out-of-office errands (to courthouse, etc.)

Liaison to colleagues and community partners

Required

Experience in a professional setting

Office 365 experience (Microsoft, Excel, PPT) and Google Docs

Demonstrated record of reliable attendance

Preferred Experience

Legal secretary or law office environment

Complex software platforms

Proofing/editing/business writing

Non-profit work or volunteer

Bilingual or multilingual relevant to our clientele

Benefits

Health/dental/life insurance/retirement/paid holidays and sick time

Compensation

\$15/hr starting, commensurate with experience

Hours

This is a 37.5 hour workweek, Mon-Friday, 8:30 a.m. to 5:00 p.m.

Email cover letter, résumé, and three references to margaretmajor@idaholegalaid.org by September 30, 2022.

All job offers are contingent upon a criminal background check. Idaho Legal Aid is a drug-free, alcohol-free workplace. In compliance with equal employment laws, all qualified applicants are considered for positions without regard to race, color, national origin, religion, age, marital status, sex, gender identity, or non-job related disability.