



IDAHO LEGAL AID SERVICES

Administrative Office: 1447 S. Tyrell Lane, Boise, Idaho 83706-4044 |
Phone: 208.336.8980 | Fax: 208.342.2561 | www.idaholegalaid.org

Advocacy. Education. Representation

POSITION ANNOUNCEMENT

Legal Secretary – Coeur d’Alene Office

Idaho Legal Aid Services, Inc. (ILAS) is seeking a part-time (80%) legal secretary to work at its Coeur d’Alene Service Office. Legal secretarial skills or legal secretarial training is required. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. Applicants must also have a passion for helping people. Preference given to bilingual Spanish speakers.

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 also has a Migrant Farmworker Law Unit and an Indian Law Unit.

ILAS provides excellent opportunities for the professional growth of its employees. The entry-level annual salary for this 80% position for a person with one year or less of experience is \$19,000 (30 hour week). Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits.

Email cover letter, resume, and names, addresses, and telephone numbers of three references to Sherry Leavitt, Office Manager at the Coeur d’Alene Office, at sherryleavitt@idaholegalaid.org by October 9, 2020. ILAS is an equal opportunity, affirmative action employer.

Regional Offices

Boise
1447 S. Tyrell Ln
Boise ID, 83706
208.345.0106

Nampa
212 12th Ave Road
Nampa, ID 83686
208.454.2591

Coeur d’Alene
610 W. Hubbard St. 219
Coeur d’Alene, ID 83814
208.667.9559

Lewiston
2230 3rd Ave. North
Lewiston, ID 83501
208.743.1556

Idaho Falls
482 Constitution Way
Idaho Falls, ID 83402
208.524.3660

Pocatello
150 S. Arthur #203
Pocatello, ID 83204
208.233.0079

Twin Falls
475 Polk Street, Ste 4
Twin Falls, ID 83301
208.734.7024

