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.