

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.

**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  
Standard Microsoft Office Suite experience (Word, Excel, PPT) and Google Docs  
Demonstrated record of reliable attendance

**Preferred Experience**

Complex software platforms  
Proofing/editing/business writing  
Nonprofit work or volunteer  
Bilingual or multilingual relevant to our clientele  
Legal secretary or law office environment

**Benefits**

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

**Compensation**

\$15/hour to start with one year or less of experience; annual raises

**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](mailto:margaretmajor@idaholegalaid.org) by November 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.*