



Advocacy. Education. Representation.

IDAHO LEGAL AID SERVICES

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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 Office. We are looking for applicants who want to use their legal secretary skills and passion to fulfill ILAS’s mission of providing equal access to justice for low-income people through quality advocacy and education. The ideal applicant is resourceful, enjoys working with the public, and has a can-do attitude. We seek candidates proficient in Microsoft Office (primarily Word and Excel), and Google applications; with experience drafting and filing pleadings; and who work with a high attention to detail. Preference given to bilingual Spanish speakers.

ILAS provides great 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 \$20,800 (30-hour workweek). Excellent benefits including health (ILAS pays full premium for employees), dental, disability and life insurance; generous paid sick, vacation and holiday leave, and participation in retirement plan.

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. More information is at www.idaholegalaid.org.

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. ILAS is an equal opportunity, affirmative action employer.