



Advocacy. Education. Representation

IDAHO LEGAL AID SERVICES

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POSITION ANNOUNCEMENT

Legal Secretary – Coeur d’Alene

Idaho Legal Aid Services, Inc. (ILAS) is a nonprofit law firm seeking a full-time legal secretary to work at its Coeur d’Alene Office. Legal secretarial skills or legal secretarial training is preferred. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. ILAS provides free legal services to low income persons in civil matters and successful applicants must have a passion for our mission and for helping people.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. The work we do at ILAS positively impacts people’s lives, such as this recent client, “I am more hopeful about the future at the end of my case than I was before I contacted ILAS. I am not scared anymore . . . my future is full of hope.” In recent staff surveys, ILAS’s culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full-time position of 37.5 hours per week.

Starting annual salary for this position with no prior experience is \$33,313. Increases are based upon experience (salary supplement offered for bilingual employees). Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; retirement contributions; and a 37.5-hour work week. Relocation assistance is available.

Email your cover letter, resume, and the names, email addresses, and telephone numbers of three references to Patty Bumgarner at pattybumgarner@idaholegalaid.org. Applications will be accepted until the position is filled.

Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or disability. For accommodation requests, email Patty Bumgarner.