



IDAHO LEGAL AID SERVICES

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Advocacy. Education. Representation

POSITION ANNOUNCEMENT

Legal Secretary - Nampa Family Justice Center (NFJC)

Idaho Legal Aid Services, Inc. (ILAS), www.idaholegalaid.org, is seeking applicants for a half-time (18.75 hours per week) legal secretary position at its Nampa Family Justice Center (NFJC) office. The Nampa Family Justice Center, www.cityofnampa.us/190/Family-Justice-Center, is a partnership of agencies dedicated to ending family violence and sexual assault through prevention and response by providing comprehensive, client-centered services in a single location. First created in 2005, the NFJC annually serves thousands of survivors of domestic violence, sexual assault, and stalking from across southwest Idaho. The successful applicant will join three staff attorneys and two other legal secretaries at the office. Supervision and support is provided by ILAS's Nampa office.

The ideal applicant will believe in our mission of providing access to justice to fellow Idahoans. Applicants should be proficient in Microsoft Office (primarily Word and Excel) and Google applications, and possess the willingness to embrace new technologies to better serve our clients. The position requires high attention to detail, strong people skills, willingness to be a team player, and fluency in Spanish.

Idaho Legal Aid Services is a statewide non-profit law firm that provides free legal services to low income Idahoans. We serve Idaho through seven regional offices, the NFJC office, three statewide attorney staffed toll-free legal advice lines and extensive online content. ILAS established its Migrant Farmworker and Indian Law Units to address the unique needs of those populations.

Compensation dependent on experience. The entry level annual salary for a Spanish speaking legal secretary with one year or less of relevant experience is \$26,500. (The salary for the half-time position at entry level is \$13,250, based on a work week of 18.75 hours). Excellent benefits include life, health, dental, and disability insurance. Generous leave benefits. Relocation assistance available. Applications will be accepted until October 14, 2021. Please email your resume with three references to Erik Johnson, the Nampa ILAS Managing Attorney, at erikjohnson@idaholegalaid.org. Idaho Legal Aid Services is an equal opportunity employer.