



IDAHO LEGAL AID SERVICES

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Advocacy. Education. Representation

Position Announcement

Legal Secretary-Pocatello

Idaho Legal Aid Services is seeking a part-time (30 hours/week) legal secretary to work at its Pocatello Office. The preferred candidate is compassionate, organized, and proficient in Microsoft Office (primarily Word and Excel) and Google applications, have a high attention to detail, and strong people skills. Applicants must want to help people and be a team player. Ability to speak Spanish is a plus but not required. Annual salary for this part time position is \$20,800-\$25,000+, DOE.

Excellent benefits including health, dental, disability, and life insurance and generous paid sick and vacation leave, and ability to participate in retirement plan. Relocation assistance available.

Email cover letter, resume, and names, addresses, and telephone numbers of three references to kyleehansen@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer.