IDAHO LEGAL AID SERVICES

Administrative Office: 1447 S. Tyrell Lane, Boise, Idaho 83706-4044 |
Phone: 208.746.7541 | Fax: 208.342.-2561 | www.idaholegalaid.org

Advocacy. Education. Representation.

Legal Secretary/Receptionist – Boise Office

Idaho Legal Aid Services, Inc. (ILAS), Idaho's largest no-cost, public interest law firm, is seeking applicants for a full-time legal secretary/receptionist position based out of Boise, Idaho. Legal secretarial skills or 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 values.

Our staff love working at ILAS because of our mission and the opportunity to help people in our community. 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, and staff are eligible to participate in a telecommuting program after three months at ILAS.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The wage for this position is $17.08-$23.50 per hour, DOE (salary supplement available for bilingual employees). We offer excellent benefits including life, health, dental, and disability insurance. ILAS provides generous leave benefits and a retirement plan. The successful applicant may qualify for federal loan forgiveness programs.

ILAS is an equal opportunity, affirmative action employer. We value a diverse workforce to better serve our client community. Email your cover letter, resume, and a list of three references to Angela Aninon at angelaaninon@idaholegalaid.org. You can also email Ms. Aninon to request application or interview accommodations. This position will be posted until it is filled.