

 (208) 746-7541

 [www.idaholegalaid.org](http://www.idaholegalaid.org)

 1447 S. Tyrell Ln., Boise, ID 83706



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### **Legal Assistant – Pocatello Office**

**Program Description:** Idaho Legal Aid Services, Inc. (ILAS) is a statewide nonprofit law firm that serves the civil legal needs of low-income and vulnerable Idahoans. Our clients include: survivors of domestic and sexual violence and stalking; housing insecure Idahoans; and vulnerable seniors and children.

**Position Description:** ILAS is seeking a full-time Legal Assistant for its Pocatello Office. This role includes providing services directly to clients and prospective clients. This Legal Assistant will perform legal work for ILAS attorneys such as drafting letters and pleadings; scheduling hearings and meetings for attorneys; assisting with case management and trial preparation; and conducting in-person, telephonic, and online intakes for vulnerable Idahoans with critical needs. The legal assistant will be expected to handle intakes for cases across several practice areas, including elder law, housing law, and family law (representing survivors of domestic or sexual violence, dating violence, and stalking). Previous office experience is preferred. The Legal Assistant may also be called upon to assist with grant reporting as assigned. Full time for this Legal Assistant is 37.5 hours per week. Office hours are 8:30 a.m. to 5:00 p.m. with one hour for lunch.

**Qualifications:** The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications such as Google Drive and Google Calendar; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. The applicant must have excellent communication skills and be able to conduct themselves in a professional manner. Applicants with previous legal assistant, law firm, or office experience are preferred. Extra consideration given to applicants with a history of public service, fluency in languages relevant to our client community, or a passion for serving vulnerable and at-risk populations.

**Benefits:** This is a full-time position of 37.5 hours per week. The legal assistant would be eligible to participate in a limited telecommuting program after two (2) months of working at ILAS. ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. ILAS provides robust benefits, including life, health, dental, and disability insurance. Staff may qualify for a Legal Services Corporation loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available. The salary range for this position is \$35,875 - \$45,875 DOE.

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**How to Apply:** Apply online through the Employment Opportunities page on our website. Locate this position and click Apply Now to submit your application. If you prefer to apply by email, send your cover letter, resume, and list of three (3) professional references to Loretta Keerins, Office Manager, at: [lorettakeerins@idaholegalaid.org](mailto:lorettakeerins@idaholegalaid.org). You can also call Ms. Keerins at: (208) 904-0620 to request application or interview accommodations. This position will be open until filled.

**Location Description:** Pocatello, Idaho is a vibrant small city in southeast Idaho with a high quality of life and close proximity to outdoor recreational activities, such as hiking, mountain biking, swimming, fishing, and more. In warm weather, locals can float or kayak the Portneuf River and in the winter, the Pebble Creek Ski Area is only thirty minutes away for close access to skiing and snowboarding. Pocatello is near to the Shoshone-Bannock Fort Hall Reservation, which offers recreation and history through its museum, casino, and resort and spa. Pocatello is also nearby Yellowstone National Park, which is about a 2.5 hour drive away, and Grand Teton National Park, which is less than a 3-hour drive away.

*Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. ILAS is an equal opportunity employer. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or disability.*