

 (208) 746-7541

 www.idaholegalaid.org

 1447 S. Tyrell Ln., Boise, ID 83706



IDAHO LEGAL AID
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Legal Assistant – Idaho Falls 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.

Our staff love working at ILAS due to the opportunity to help people in our community while having a sustainable work-life balance. In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. Our full-time positions are 37.5 hours/week.

Location Description: Idaho Falls is a small city located along the banks of the Snake River and is the largest city in eastern Idaho. It has a growing airport and recreation, including a zoo, three golf courses, ice arena, an event center, and various museums. Idaho Falls boasts a high quality of life and close proximity to outdoor recreation, such as hiking, mountain biking, swimming, fishing, kayaking, and more. Yellowstone National Park and Grand Teton National Park are only a two-hour drive from Idaho Falls and boast ample opportunities for outdoor activities. Idaho Falls is also less than a two-hour drive from several ski resorts, including Grand Targhee Ski Resort and Jackson Hole Ski Resort.

Position Description: ILAS is seeking a full-time Legal Assistant for its Idaho Falls Office. This role includes providing services directly to clients and prospective clients. The legal assistant will be expected to conduct in-person, telephonic, and online intakes of vulnerable Idahoans with critical needs and perform some legal work for ILAS attorneys such as drafting letters, pleadings, scheduling hearings and meetings for attorneys, among other tasks. 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). This role includes providing services directly to clients and prospective clients. Previous office experience is preferred.

The Legal Assistant's duties will include, but are not limited to: assisting attorney's with managing cases and organization; calling and speaking with clients; interviewing prospective clients for intakes; assisting attorneys with trial preparation; drafting letters, pleadings, or other documents as assigned by staff attorneys; and possibly assisting with grant reporting if assigned any tasks by the Office Manager or Managing Attorney.

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Qualifications: 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. 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. The applicant must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. Extra consideration given to applicants with a history of public service or fluency in languages relevant to our client community.

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 three (3) 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 \$35,876 - \$48,000 DOE.

How to Apply: Email your cover letter, resume, and list of three (3) professional references to Tracey Johnson, Office Manager, at: traceyjohanson@idaholegalaid.org. You can also email or call Ms. Johnson at: (208) 357-4751 to request application or interview accommodations. This position will be open until filled.

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.