

BOLTON LAW PLLC

Legal Assistant

We Are Hiring Two Positions | North Idaho | In-Person

About Bolton Law PLLC

Bolton Law PLLC is a full-service law firm serving clients across North Idaho and Eastern Washington. Our practice areas include Criminal Defense, Family Law, Employment Law, Civil Litigation, and Appeals. We are a driven, client-focused team committed to delivering exceptional legal representation in a professional and supportive environment.

Open Positions

We are currently hiring for two Legal Assistant positions at two North Idaho locations:

Coeur d'Alene, ID

Full-time | In-Person | Immediate Opening

Sandpoint, ID

Full-time | In-Person | Start Date: September 21, 2026

Position Overview

We are looking for motivated, detail-oriented Legal Assistants to join our growing team. Both positions are full-time and in-person. The CDA position is available immediately; the Sandpoint position begins September 15, 2026. The ideal candidates are organized, professional, and thrive in a fast-paced legal environment where accuracy and responsiveness are essential.

Responsibilities

- Provide administrative and legal support to attorneys and paralegals
- Draft, proofread, and format correspondence, pleadings, and legal documents
- Manage and organize physical and electronic case files
- Schedule client appointments, court dates, and internal meetings
- Communicate with clients, courts, and opposing counsel in a professional manner
- Assist with intake of new clients and gather relevant case information
- Perform general office duties including filing, scanning, and data entry
- Support the team with time-sensitive deadlines and case preparation

Qualifications

- Prior experience in a legal or professional office setting preferred
- Familiarity with legal terminology, court procedures, or case management software is a plus
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel)
- Strong written and verbal communication skills
- Exceptional attention to detail and organizational ability

- Ability to handle confidential information with discretion
- Reliable, punctual, and able to work independently as well as part of a team

Compensation

\$18.00 - \$22.50 per hour, commensurate with experience.

How to Apply

Please send your resume and a brief cover letter to Maddy@kjboltonlaw.com. In the subject line, indicate which location you are applying for:

Coeur d'Alene: Legal Assistant - CDA Application

Sandpoint: Legal Assistant - Sandpoint Application

Applications are reviewed on a rolling basis. The CDA position will be filled immediately; early applications for the Sandpoint position are encouraged.

Bolton Law PLLC is an equal opportunity employer.