

Position Title: Legal Assistant

Since 1963, our firm has remained steadfast and proud of our history of providing excellent counsel to serve the legal needs of our community. Representative of the diversity of Hawai'i, we are a fusion of cultures and backgrounds and offer multidisciplinary resources for our clients. Our founders left the office each day proud of what they accomplished, and we continue to follow their example to carry forward their legacy and the true spirit of aloha.

Job Purpose:

The purpose of the Legal Assistant is to provide direct administrative support to assigned attorney(s) to allow them to optimize their billable time. By maintaining organization and progression of multiple caseloads, clients, and responsibilities daily, this position plays a critical role in ensuring timeliness, efficiency, expedience, and accuracy for the legal processes.

Duties & Responsibilities:

- Manages attorney calendars in an expedited and precise manner, including scheduling and monitoring of appointments, meetings, hearings, court dates and all pertinent deadlines.
- Prepares and manages legal documents and correspondence through processes including drafting, proofreading, assembling, docketing, finalizing, mailing, and filing in digital and/or hard copy formats according to verified directives, firm policies and legal requirements.
- Provides clear and professional communication with clients, partners, and fellow staff in person, via phone, email, and/or written methods.
- Maintains meticulous data entry and record keeping across multiple systems.
- Conducts basic research and fact checking via the most applicable methods.
- Assists in managing attorney timesheets, billings, and expenses, ensuring timely and accurate completion while supporting the final review process.
- General administrative responsibilities including, but not limited to, scanning, copying, sorting, and shredding.
- Additional duties as assigned.

Qualifications:

Minimum qualifications required include:

- 2+ years of experience in the legal field with advanced knowledge of applicable terminology, documents, administration and workflows, as well as court filings, rules and procedures.
- Thorough knowledge of and familiarity with litigation processes and procedures.
- Familiarity with legal systems such as JEFS and PACER.
- Exceptional documentation, data entry, and proofreading skills with strength in accuracy, attention to detail, and thoroughness.
- Ability to maintain strict confidentiality.
- Proven proficiency in multi-tasking, prioritizing, and organizational skills in both independent and collaborative environments.
- Working knowledge of MS 365 products (Word, Excel, Outlook, Teams) and MS 10/11 operating system.

- Ability to adhere to established procedures, accept ongoing guidance, and follow instructions/directives.
- Excellent verbal communication skills, including professional and pleasant phone etiquette.
- Punctuality with a strong attendance record.

Preferred qualifications:

- Working knowledge of ProLaw
- Ability to type a minimum of 60 words per minute (wpm)
- Additional legal experience and/or knowledge in applicable practice areas of our firm

Working Conditions:

This is a Full Time, Non-Exempt position adhering to a Monday through Friday work schedule. All work will be performed in a secure, climate-controlled office setting. Participation in non-office events, such as firm community service, may be outdoors or in other conditions. Additional hours may be requested dependent on attorney and/or firm needs.

Physical Requirements:

This position requires the ability to work in a seated, sedentary position for a majority of time, however, tasks will also require standing and walking throughout the office periodically. Must be able to lift/move a minimum of 20 pounds and maintain a sense of spatial awareness for security purposes.

What do we offer?

As a mid-sized, well established law firm, we offer the opportunity to work within a diverse and supportive team. Our benefits package includes medical, dental, and vision coverage, 401(k) and flexible spending plans, volunteer hours, as well as paid holidays, vacation and sick leave options. **Please note, this position does *not* provide parking.**

Pay Range:

Starting from \$45,000.00 annually, with pay commensurate with experience.