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A LIMITED LIABILITY LAW PARTNERSHIP

POSITION DESCRIPTION

Title
Legal Assistant Floater

Eff. Date
August 2026

Reports to
Chief Administrative Officer

Salary Range
$55,000–$69,000 annually, commensurate on experience and qualifications.

FLSA Status
Salaried/Non-Exempt

POSITION SUMMARY

The Legal Assistant Floater provides administrative and operational support to attorneys, Legal Assistants, and practice groups across the Firm. This position serves as a flexible resource capable of supporting all legal departments, including Litigation, Finance, Real Estate & Corporate (FREC), Trusts & Estates (TED), ERISA, and Tax, to ensure seamless workflow and exceptional client services.

Working under the direction of the Chief Administrative Officer (CAO) and assigned Legal Assistants, this role assists with document preparation, file management, client communications, scheduling, court filings, mail processing, and other administrative functions. This position is designed to provide cross-departmental coverage during employee absences, high-volume workloads, onboarding, and special projects while developing the skills necessary for future advancement into a Legal Assistant role.

KEY RESPONSIBILITIES

The key responsibilities of this position include, but are not limited to, the following:

Administrative Support

- Provide administrative assistance to Legal Assistants and attorneys across all practice groups.
- Prepare, proofread, edit, and format legal correspondence and documents.
- Scan, copy, print, assemble, and distribute legal documents.
- Maintain electronic and physical client files in accordance with Firm procedures.
- Open, organize, and close client files.
- Assist with document management using iManage and other Firm software.
- Coordinate incoming and outgoing mail, courier deliveries, and certified mail.
- Prepare binders, closing books, trail notebooks, and presentation materials.

Cross Departmental Support

- Provide backup support to the Litigation, FREC, TED, ERISA, and Tax departments as needed.
- Assist during vacations, leave of absence, staff shortages, and periods of increased workload.
- Learn department-specific procedures to ensure continuity of support.
- Adapt quickly to changing priorities and assignments across multiple practice areas.

Client & Attorney Support

- Answer and route telephone calls professionally.
- Greet clients and visitors when necessary.
- Schedule meetings, conference rooms, and client appointments.
- Assist with travel arrangements and expense reimbursement.
- Maintain attorney calendars as assigned.

Legal & Document Support

- Prepare draft correspondence and routine legal forms under supervision.

- Assist with electronic court filings and document submissions as directed.
- Perform conflict checks, open new matters, and document organization when applicable.
- Ensure documents are properly formatted according to Firm standards.
- Assist with indexing, labeling, and maintaining legal records.

Office Support

- Provide reception coverage as needed**.**
- Assist with conference room setup and breakdown.
- Support copy center and mailroom operations when required.
- Maintain office supplies and assist with inventory.
- Participate in Firm events and special administrative projects.

RECOMMENDED KNOWLEDGE AND SKILLS

- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to prioritize multiple assignments in a fast-paced legal environment.
- Strong attention to detail and accuracy.
- Ability to work independently and collaboratively.
- Excellent customer service and interpersonal skills.
- Flexibility to support multiple attorneys and departments.
- Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- Ability to learn legal software, including iManage and other Firm applications.

EXPERIENCE

- Minimum of 1-3 years of administrative or office support experience preferred.
- Experience in a legal or professional services environment is preferred but not required.
- Customer service experience is highly desirable.

EDUCATION

- High school diploma or equivalent required.
- Associate's degree or higher in related field preferred.
- Additional legal administrative training or certification is a plus.

WORKING CONDITIONS

- Full-time, on-site position at the Honolulu office.
- Hours are in person - Monday through Friday, 8 a.m. to 5 p.m.
- Prolonged periods of sitting and computer work.
- Occasional communication with attorneys, staff, clients, and outside professionals.
- Occasional lifting of files, boxes, or office materials up to twenty-five pounds.
- Ability to meet deadlines in a fast-paced, deadline-driven legal environment.
- Occasional support during early mornings, evenings, or weekends may be required.
- Must maintain the highest level of confidentiality and professionalism when managing sensitive legal and client information.

BENEFITS

Cades Schutte LLP offers a comprehensive benefits package for eligible full-time employees, which may include:

- Medical, dental, and vision insurance.
- Flexible Spending Accounts (FSA).
- Life and AD&D insurance.
- Short-Term and Long-Term Disability coverage.

- 401(k) Retirement Plan and Profit-Sharing Plan.
- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- Voluntary supplemental insurance options.

CAREER DEVELOPMENT OPPORTUNITY

This position is intended to serve as a developmental role that prepares employees for the advancement into a Legal Assistant position. Employees will receive cross-training in multiple legal practice areas, allowing them to develop a broad understanding of Firm operations while providing flexible support where needed. Successful employees may be considered for future Legal Assistant opportunities as they become available.