cades · schutte

A LIMITED LIABILITY LAW PARTNERSHIP

POSITION DESCRIPTION

Title
Litigation Legal Assistant

Reports to
Chief Administrative Officer

FLSA Status
Salaried/Non-Exempt

Eff. Date
August 2026

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

POSITION SUMMARY

The Litigation Legal Assistant provides comprehensive administrative and legal support to attorneys throughout all phases of the litigation process. This position is responsible for managing case files, preparing legal documents, coordinating court filings, maintaining attorney calendars, communicating with clients, and ensuring compliance with court rules and deadlines. This ideal candidate is highly organized, detail-oriented, able to manage multiple priorities in a fast-paced environment and committed to providing exceptional client service while maintaining strict confidentiality.

KEY RESPONSIBILITIES

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

- Provide administrative and legal support to one or more litigation attorneys.
- Prepare, proofread, format, and finalize legal correspondence, pleadings, motions, discovery requests and responses, subpoenas, and other legal documents.
- Electronically file (e-file) documents with state and federal courts in accordance with court rules and deadlines.
- Maintain attorney calendars, including scheduling hearings, depositions, mediations, arbitrations, meetings, and trial dates.
- Monitor litigation deadlines and maintain an accurate docketing system to ensure timely filings and responses.
- Organize, maintain, and update electronic and physical client case files.
- Coordinate service of process and communicate with courts, opposing counsel, vendors, and clients.
- Assist with discovery by organizing documents, preparing exhibits, coordinating document production, and maintaining discovery records.
- Prepare trail notebooks, exhibit binders, witness files, and other materials needed for hearings, depositions, mediations, and trial.
- Manage incoming and outgoing correspondence, including mail, email, and phone communications.
- Track billable time, enter attorney time as needed, and assist with client billing and expense reimbursements.
- Assist with special projects and provide cross-departmental support as needed.

RECOMMENDED KNOWLEDGE AND SKILLS

- Knowledge of legal terminology, legal document preparation, and general law office procedures.
- Proficiency in Microsoft Office Suite, including Word, Outlook, Excel, and Adobe Acrobat.
- Experience with document management systems, electronic court filing systems, and other legal technology is preferred.
- Strong organizational, time management, multitasking skills with the ability to manage priorities and meet deadlines.
- Excellent written and verbal communication skills with exceptional proofreading and attention to detail.
- Ability to exercise sound judgment, maintain confidentiality, and manage sensitive and privileged information with discretion.

- Strong interpersonal and customer service skills with the ability to establish and maintain effective working relationships with attorneys, clients, courts, vendors, and colleagues.
- Ability to work independently while contributing to a collaborative, team-oriented environment.
- Knowledge of Hawai'i State Court and Federal Court filing procedures, as applicable.
- Ability to learn new software, technology, and Firm procedures quickly and adapt to changing priorities.
- Ability to provide cross-coverage and support multiple attorneys and practice groups as needed.
- A current Hawai'i Notary Public commission or the ability to obtain and maintain one, if required by the assigned practice group.

EXPERIENCE

- 1-3 years of legal assistant or related administrative experience in a preferred legal or professional services environment.
- Experience supporting one or more attorneys in a fast-paced legal environment.
- Experience preparing, proofreading, formatting, and managing a variety of legal documents and correspondence.
- Experience managing multiple priorities, deadlines, and attorney calendars while maintaining a prominent level of accuracy and attention to detail.
- Experience utilizing Microsoft Office Suite and legal document management systems; experience with electronic court filing systems is preferred.

EDUCATION

- High school diploma or equivalent required.
- Associate's degree or higher in related field preferred.
- Legal Assistant or Paralegal certificate preferred.
- Equivalent combinations of education and experience will be considered.

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.
- Frequent 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.