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A LIMITED LIABILITY LAW PARTNERSHIP

POSITION DESCRIPTION

Title
TED Legal Assistant

Reports to
Chief of Administration

FLSA Status
Salaried/Non-Exempt

Eff. Date
August 2026

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

POSITION SUMMARY

The Trust & Estates Legal Assistant provides comprehensive administrative, organizational, and legal support to assigned attorneys and practice groups to ensure the efficient delivery of legal services. This position is responsible for preparing and formatting legal documents, managing attorney calendars, coordinating meetings and travel, maintaining client files, processing time entries and billing support, and assisting with state and federal court filings. The Legal Assistant exercises sound judgement, maintains strict confidentiality, and demonstrates exceptional organizational, communication, and customer service skills while managing multiple priorities in a fast-paced environment. This role requires a collaborative, team-orientated professional who is committed to providing high-quality support and delivering exceptional service to attorneys, clients, and colleagues.

KEY RESPONSIBILITIES

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

- Provide administrative and legal support to attorneys in the Trusts & Estates Department (TED) practice group.
- Prepare, proofread, and finalize estate planning documents, including wills, trusts, powers of attorney, advance health care directives, deeds, and related documents.
- Assist with probate and trust administration by preparing court filings, petitions, notices, inventories, and related legal documents.
- Coordinate client meetings, estate plan signings, and document execution, including arranging for notary services and witnesses.
- Provide notary assistance for estate planning documents and other Firm-related matters as a commissioned Hawai'i Notary Public, when applicable.
- Prepare and electronically file documents with Hawai'i State Courts in compliance with applicable rules and deadlines.
- Manage attorney calendars, client files, and critical deadlines to ensure timely completion of assignments.
- Maintain confidentiality while providing exceptional client service and support.
- Collaborate with attorneys and colleagues, provide coverage to other legal assistants as needed, and perform other duties assigned.

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 handle 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

- Minimum of 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 high 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.