

Legal Secretary

Goodsill Anderson Quinn & Stifel Honolulu, Hawaii

This position supports the litigation legal practice in the preparation of documents, legal briefs, court subpoenas, spreadsheets and related correspondence. This position provides the attorney(s) direct assistance, helping with research for cases, gathering necessary documents and submitting paperwork for filing. S/he prepares exhibits and demonstrative exhibits, including contacting and coordinating with outside resources. This position assists in scheduling of witnesses, controls and tracks exhibits, schedules client appointments and depositions, and provides secretarial support to the attorney(s).

The candidate for this position will be successful if they are able to execute a variety of secretarial duties of a confidential nature. These tasks will include working with attorneys, paralegals and other members of the firm with a series of administrative functions. Therefore, the candidate will have to have effective time managements and organizational skills coupled with the ability to be detail oriented.

Responsibilities

- Administrative functions such as managing logistics
- First point of contact/representative for clients
- Other duties as assigned

Qualifications

- High school degree or equivalent experience
- Strong organizational and communication skills
- Knowledge of court rules and procedures related to filings, electronic filings, fees, calendaring deadlines and service requirements. Familiar with the Circuit Court, Honolulu District Court, U.S. District Court for the District of Hawaii, Hawaii Supreme Court, Bureau of Conveyances, Land Court, and the Department of Commerce and Consumer Affairs.
- Proficiency with Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- **Seniority Level**
Mid-Senior level
- **Industry**
 - Law Practice
- **Employment Type**
Full-time
- **Job Functions**
 - Administrative