



Interested in working for one of Hawaii's Best Places to Work?
Chun Kerr LLP is proud to be recognized by Hawaii Business Magazine as one of the Best Places to Work for two years in a row and to be the only law firm represented amongst the list of 76 local organizations!

Chun Kerr LLP (the "Firm") is a mid-sized Honolulu-based law firm, specializing in real estate and finance; business transactions and organizations; financial recovery, foreclosure, insolvency and bankruptcy; business, commercial and real estate litigation; select tax services; and complex trust and estate planning, and is seeking a tech-savvy litigation legal assistant. Duties are as assigned and primarily supporting litigation, which includes bankruptcy and financial recovery.

Essential Duties and Responsibilities, include but are not limited to

1. Clerical Support:
 - Efficiently provide clerical support using digital tools for scheduling, calendar management, and communication with attorneys, clients, and outside counsel.
 - Manage calls, emails, and reservations with a focus on efficiency and client service.
2. Digital Document Expertise:
 - Utilize document management systems to organize, scan, and maintain legal documents, ensuring quick retrieval, efficient storage, and absolute confidentiality.
 - Edit content and format legal documents, templates, forms, and correspondence with a keen attention to detail.
 - Demonstrate writing skills by crafting legal documents, including motions, subpoenas, pleadings, discovery requests, etc.
3. Streamlined Practice Management:
 - Navigate and maintain client, matter, and contact details using Firm systems.
 - Leverage technology to onboard prospective clients, perform background checks, resolve conflicts, and prepare engagement and closing letters.
4. Smart Case Administration and Project Management:
 - Collaborate within the team by embracing technology to enhance case record-keeping, maintain files, and keep track of relevant project deadlines.
 - Facilitate communication among key parties to meet internal and external deadlines.
 - Support the client billing process for assigned attorneys using digital platforms.
5. Court Filings: Manage traditional and e-filings with Federal and State courts and agencies.
6. Calendaring: Efficiently handle dynamic scheduling needs by maintaining the digital litigation calendar, organizing tasks, and calculating deadlines based on relevant court rules.
7. Digital Research and Analysis:
 - Conduct research using digital resources to contribute to case advancement and resolution, under attorney guidance.
 - Stay ahead by embracing new technology, including AI, for efficient and ethical legal research and analysis.



8. Flexible Work Approach: Demonstrate commitment to the team's success with occasional evening and weekend availability while also enjoying the flexibility of working remotely one day per week (for eligible employees).

Minimum Requirements

1. Bachelor's degree or equivalent combination of work experience and education
2. Three years' experience as a legal assistant, legal secretary, executive assistant, or similar
3. Keen eye to detail with a strong ability to proofread documents
4. Exceptional written and verbal communication skills
5. Excellent organization and time management skills with the ability to prioritize multiple tasks, meet deadlines, and be resourceful
6. Positive attitude with a growth mindset; ability to adapt to changing priorities in a fast-paced environment
7. Takes initiative; adopts the client-focused philosophy of a problem solver
8. Technologically proficient; learns quickly and readily adapts to new technologies and software to enhance efficiency and productivity
9. Proficient with MS365 products (Outlook, Word, Excel, etc.) and Adobe Acrobat

Preferred/Desirable Education/Experience

1. Experience as a legal assistant or legal secretary in a civil litigation or bankruptcy practice(s) in Hawaii with understanding of litigation and/or bankruptcy court rules, filing procedures, and court filing systems
2. Experience preparing litigation documents, including pleadings, motions, discovery requests, and subpoenas
3. Experience operating a computerized or manual event management system, including maintaining tickler files or calendars
4. Experience as a paralegal or with a paralegal certificate from an ABA-approved program
5. Experience with practice management software and document management systems, such as Coyote Analytics and Worldox
6. Experience using Styles in MS Word and with MS Planner