

COUNSEL
(COUNSEL II)
Legal Services Department

Counsel is a full-time, exempt (salaried) position with full benefits. This position is a Grade 14.

Under the direction and supervision of the Director of Legal Services, Counsel is responsible for enforcement of the Guild's collective bargaining agreements and writers' contracts (including employment, purchase and/or option contracts) through arbitration, litigation, and proceedings before the NLRB or state administrative agencies.

ESSENTIAL FUNCTIONS

- 1) Handle a large caseload including many cases of substantial complexity.
- 2) Investigate each case and prepare the case for hearing/trial by interviewing potential witnesses, preparing subpoenas, compiling and analyzing contracts, financial records, statistical information, bargaining history and other documentary evidence.
- 3) Conduct arbitration hearings, trials and other hearings on behalf of the Guild and writers.
- 4) Conduct bargaining history and legal research related to cases and potential cases.
- 5) Write briefs and other legal documents containing analysis of facts, legal and arbitral precedent, legal principles and argument.
- 6) Negotiate settlement of disputes when possible.
- 7) Prepare legal documents for court and other tribunals.
- 8) Other duties as required.

ADDITIONAL JOB FUNCTIONS OR DUTIES

- 1) Advise and assist other Guild departments regarding legal issues and assist executive staff as required by the Director of Legal Services.
- 2) Prepare reports for appropriate persons and entities, such as Executive Director, Assistant Executive Directors, Enforcement Task Force and Board of Directors as required by the Director of Legal Services.

OCCUPATIONAL REQUIREMENTS

Graduation from law school with a J.D. degree and admission to California State Bar required. Two to six years of experience required. Second chair experience helpful.; NLRB and wage and hour experience a plus. Excellent analytical, advocacy and writing skills required. Computer literate. Good math skills also helpful.

PHYSICAL REQUIREMENTS

Sedentary work: occasional lifting from floor level to overhead levels, reaching, bending, sitting, stooping, twisting, turning, visual acuity and manual dexterity.

MENTAL REQUIREMENTS

Must have the ability to comprehend and interpret complex bargaining agreements; perform activities on schedule, maintain regular attendance and punctuality, and interact with others professionally and with discretion. Must have the ability to remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Minimal or no exposure to noise, dust, gas, odors, fumes.