

LEGAL ASSISTANT

The Legal Department of the Writers Guild of America West is currently seeking qualified applicants for the position **Legal Assistant**. This position is a full-time, non-exempt (hourly) position with excellent comprehensive benefits. Compensation is commensurate with experience.

Under the direct supervision of the Managing Counsel, the Legal Assistant provides secretarial and clerical support services for Business Representatives, Counsel, Senior Counsel, Assistant Director of Legal Services and the Assistant General Counsel. The Legal Services Department is responsible for investigating and resolving claims under the MBA and writers' individual employment agreements.

The WGAW is currently operating remotely, but the position is based in Los Angeles when in-office work is able to resume based on local public health guidelines. Return to in-office work will be based on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination against COVID-19 is required of all employees unless they qualify for a lawful exemption.

ESSENTIAL FUNCTIONS

- Prepares correspondence, memoranda, reports and legal documents such as briefs, agreements, notices of arbitration claims, complaints, petitions to confirm arbitration awards, subpoenas, proofs of service, etc., using Word Perfect 8 and Word.
- Arranges for service of legal documents and court filings.
- Maintains case files, including filing.
- Updates and maintains data in computer files concerning cases, contacts, forms, etc. and updates and maintains case information in the case management systems (opening and closing cases, updating case status and information concerning parties to actions, agents for service of process, etc.)
- Answers and routes incoming telephone calls; screens and returns telephone calls as directed; arranges for conference calls.
- Schedules meetings and prepares rooms for arbitrations.
- Copies and collates documents, assists in preparation of exhibit books for arbitrations or other hearings, bates stamps documents for production, etc.
- Other duties as required.

OCCUPATIONAL REQUIREMENTS

- Must have three years legal secretarial experience in a law firm or in-house legal department.
- Knowledge of Federal and State court procedures required.
- Successful completion of a certificated legal secretarial training course a plus.
- Type at least 70 WPM.
- Must be highly fluent in Word Perfect, Word/Windows, Outlook and Excel.
- College degree preferred.
- Must be professional, detail-oriented, perform all duties and tasks calmly and effectively in a fast-paced department within strict deadlines.
- Must possess excellent oral communication skills.
- Must be able to prioritize the workload efficiently and ensure timely completion of

- required tasks.
- Must work cooperatively and effectively in a team environment.
 - This individual must handle telephone calls with discretion, maintain confidentiality regarding sensitive matters, and interact well with staff, membership, opposing counsel, arbitrators and court personnel.

Applicants should email **cover letter and resume** to the [Human Resources Department](#) of the Writers Guild.

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.