

**LEGAL ASSISTANT  
(COORDINATOR II)**  
Legal Services Department

The Writers Guild of America West seeks qualified candidates for the position of Legal Assistant. This is a full-time, non-exempt (hourly) position with full benefits. This is a **hybrid** position with **3** in office days and **2** remote days.

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

**ESSENTIAL FUNCTIONS**

- 1) 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.
- 2) Arranges for service of legal documents and court filings.
- 3) Maintains case files, including filing.
- 4) 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.)
- 5) Answers and routes incoming telephone calls; screens and returns telephone calls as directed; arranges for conference calls.
- 6) Schedules meetings and prepares rooms for arbitrations.
- 7) Copies and collates documents, assists in preparation of exhibit books for arbitrations or other hearings, bates stamps documents for production, etc.
- 8) 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.

**PHYSICAL REQUIREMENTS**

Sedentary work: reaching, bending, sitting, stooping, twisting, turning, visual acuity and manual dexterity; occasional lifting from floor level to overhead levels, lifting and carrying 10-20 pound boxes.

**MENTAL REQUIREMENTS**

Must have the ability to: comprehend and follow instructions; communicate correct information to callers; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

**ENVIRONMENTAL CONDITIONS**

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

*The salary range for this position is **\$53,000 - \$70,000 annual**.*

**To Apply:**

Interested applicants should email **cover letter and résumé** to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: [www.wga.org](http://www.wga.org)

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