

LEGAL RESIDUALS COORDINATOR

The Legal Services Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Legal Residuals Coordinator. This position is full-time, non-exempt (hourly) with full benefits and under the collective bargaining agreement between the PNWSU-WGSU and the WGAW. Compensation is commensurate with relevant experience. The annualized base salary range is \$62,285 – \$72,285.

Under the direct supervision of the Senior Counsel, the position is responsible for assisting staff attorneys in handling residuals claims. Among other things, the Legal Services Department ensures that writers are paid residuals and interest due under the residuals provisions of the Writers Guild of America Theatrical and Television Basic Agreement and under writers' personal services and purchase agreements.

ESSENTIAL FUNCTIONS

- 1) Assists attorneys with their caseloads of residuals collection claims, including compiling and analyzing contracts, financial records, statistical and signatory information;
- 2) Prepares residuals schedules, including compilation of statistical data and charts for arbitration hearings and settlement negotiations;
- 3) Prepares spreadsheets of residuals owed and compiles residuals history of programs/features from microfilmed or Excel records;
- 4) Obtains and analyzes documents, including writing services agreements, assumption agreements, distribution agreements, and licenses from writers, agents, attorneys, companies or other departments in the Guild to investigate and support the claim;
- 5) Communicates with writers and companies with respect to claims;
- 6) Assists in hearing preparation;
- 7) In addition to responsibilities for specific claims, answers telephone inquiries from writers, agents, attorneys and company representatives regarding MBA obligations;
- 8) Performs other duties as required.

OCCUPATIONAL REQUIREMENTS

College degree preferred; certificate in paralegal studies strongly preferred. Must be computer literate with superior Excel and Word skills. Must have excellent oral and written communication skills and be highly motivated. This individual must be proficient in internet research and be familiar with local state and federal court rules for preparation and filing of documents.

Experience with Lexis Nexis a plus. Familiarity with the entertainment industry is a plus. Must have strong research skills, interact well with others, be detail-oriented and well organized, be able to perform all duties and tasks in a fast-paced department with heavy deadlines, efficiently prioritize workload and ensure timely completion of required tasks.

PHYSICAL REQUIREMENTS

This person should be able to lift and carry 10-25 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers, and have visual acuity.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; 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. Low exposure to noise, dust, gas, odors, fumes.

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

The WGAW offers excellent range of benefits to employees, including: no employee premium for self-coverage in medical, dental, and vision plan; pension plan; 401(k) plan with partial employer match; 13 paid holidays; generous paid vacation leave and sick leave; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

For more information on the WGAW, please visit: www.wga.org

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