

McNaul Ebel Nawrot & Helgren PLLC is a highly respected Seattle law firm formed in 1995 by a group of attorneys known for rigorous and successful representation of clients. Our attorneys have established exceptional reputations in the local, state, and national legal communities by handling some of the most highly visible and complex commercial litigation and business transactions in the country.

Our attorneys concentrate their efforts on providing legal services in three main practice areas:

- Video Games and Interactive Media
- Real Estate & Capital Markets
- Litigation & Trial

Our clients range from international enterprises, institutional investors, and well-established businesses to small local firms, technology startups, and individual entrepreneurs.

THE OPPORTUNITY

We are in search of a **Legal Assistant** to support and contribute to our **Video Games and Interactive Media** practice group.

The basic job requirements include:

- Direct communication with clients and their investors for financings, including the preparation and coordination of signature pages; organize executed documents and investor correspondence for financings; plus, compiling electronic closing binders
- Proactive management of attorneys' calendars and keeping attorneys on track of meeting deadlines
- Timely communication via phone/email to internal and external contacts; understanding you are the face of the team and clients many times may reach out to you first in order to set up calls and meetings with attorneys
- Preparing transmittal emails and letters; proactively looking for precedents on NetDocs and via Outlook in order to do so
- Carefully reading through the department's emails to extract action items
- Facility with document versioning and redlining tools so as to efficiently determine version integrity (e.g., flag changes made by opposing counsel that are not redlined or called out).
- Filing documents internally (both electronically and physically) and sorting/saving emails in a timely manner
- In conjunction with firm records' clerk, keeping up-to-date departmental records list and storage of physical files
- Manage and facilitate documents via DocuSign and other file-sharing platforms such as Dropbox and ShareFile
- Opening new matters and creating new business reports; processing conflicts checks; keeping up-to-date contacts
- Creating first draft of engagement letters for attorneys' revisions and signature
- Prepare formal documents for client signature(s), obtain appropriate signature(s), and follow-up if needed

- Setting up Zoom, conference calls and/or meeting rooms, and circulating invites
- Delivering/scanning mail/front desk deliveries/messaging/creating labels and sending FedEx's
- Making travel arrangements and restaurant reservations
- Word processing (MS Outlook/Word/Excel, Adobe Pro DC, and document management competency; Word styles, formatting, and TOC proficiency; knowing how to generate redlines)
- Various ad hoc tasks from attorneys, department paralegal, and other team members, including but not limited to research projects, some software questions, coordinating holiday cards and keeping track of client distribution lists, scanning projects, and occasional binder preparation
- Being a notary is helpful, though not required
- Processing accounting-related tasks (reimbursements, invoices, check requests)

To be considered for the position, the candidate must have an innate client-focused drive with the ability to listen, be attentive and anticipate clients' administrative/non-legal needs during the course of representation by the firm. The successful person in this position would be able to foster working relationships with clients as a trusted resource for all administrative/non-legal needs (e.g. scheduling meetings, access to documents, answering administrative and logistical questions, etc.).

This position requires a highly motivated self-starter, with excellent people skills and a professional demeanor. The ideal candidate will have an expert-level proficiency in all Microsoft Office applications, particularly Outlook, Word, and Excel; as well as organization and time management skills; creative problem solving skills; and keen attention to detail. The truly outstanding candidates will have excellent reading comprehension; meticulous proofreading skills; and the superb ability to express self effectively, both verbally and in writing.

The selected candidate is professional and respectful, but can also be assertive with holding attorneys accountable to deadlines and commitments; is timely in response time to clients, attorneys, and fellow staff; has a great attendance record; has the ability to pay attention on a micro and macro level and thus is able to foresee the needs of their attorneys; is able to work collaboratively and independently; and is organized and can help their attorneys stay organized.

Our clients are extremely important to us, therefore the ideal candidate will instinctively have a sense of how and when to communicate to clients in place of the attorney. In your letter of application, please include how you would handle the following situations:

- 1) *Your attorney is at a meeting and is unreachable. The attorney's client emails to ask about status of work that is being handled by the attorney. You gather from the tone of the email that the client is anxious for an answer, but the attorney will not return for a few hours and is not responding to your text messages. What would you do in this situation?*
- 2) *Your attorney asks that you obtain the client's signature on a contract that you and the attorney have been working to finalize. Just before you do, counsel for the opposing party emails you that there was a mistake in the address of the notice section of the contract, and would you please substitute that attorney's updated*

version of the document (very conveniently attached to her mail) when you circulate the contract to all parties for signature. You know the opposing counsel fairly well and trust her; you also know the wiring deadline is in 30 minutes. What do you do in this situation?

Applicants should submit their resume and letter of application that includes responses to the two questions posed above, to Susan Little, HR Director, 600 University St., Suite 2700, Seattle, WA 98101, or SLittle@McNaul.com.

COVID Vaccine Policy

Starting September 20, 2021, McNaul Ebel Nawrot Helgren is implementing a policy requiring all employees to receive the COVID-19 vaccine and subsequent booster shots as recommended by US public health authorities. Proof of vaccination will be required as a condition of employment. McNaul will continue to comply with applicable laws regarding the reasonable accommodation of individuals with disabilities and/or strongly held religious beliefs. This policy is part of McNaul's ongoing efforts to ensure the safety and well-being of our employees and community, and to support public health efforts.

McNaul Ebel Nawrot Helgren is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, protected veterans, marital status, sexual orientation, gender identity, disability status or any other category prohibited by local, state or federal law. This policy applies to all aspects of employment, including recruitment, placement, promotion, demotion, compensation, benefits, social and recreational activities and termination.