



GREGORY FOSS, VICE PRESIDENT  
ONE SANSOME STREET  
35TH FLOOR  
SAN FRANCISCO, CA 94104

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**NEWSLETTER**

PHONE 415-421-9400  
EMAIL GFOSS@LEGALSPECIALISTS.NET  
WWW.LEGALSPECIALISTS.NET

## RECRUITING & STAFFING PROFESSIONALS

RECRUITING
STAFFING
EXECUTIVE SEARCH
CONSULTING
DIRECT HIRE PLACEMENT
TEMPORARY PLACEMENT
CONTRACT PLACEMENT
TEMP-TO-HIRE
OUTSOURCING
ASSESSMENT TESTING
PAYROLL SERVICE

### Revolving Doors

These days you need a sense of humor to deal with employees bouncing from job to job until they find the right fit. Resumes with a stable employment record are almost a thing of the past. Job hopping has become much more commonplace in today's market.

You can't force an employee to remain in their job longer than they want to stay employed with you, but there are things that you can do to increase the likelihood that you'll retain your staff long enough to develop a mutually beneficial relationship with them:

- Conduct a search for candidates that are serious about a career for the long term, not someone who is just looking for something better. Time spent at past jobs provides clear insight.
- Don't be afraid to fire people who don't fit in, as they can be a drag on morale, firm culture and productivity.
- Be sure that compensation and benefits are comparable to industry standards. Employees who feel they are unfairly compensated are far more likely to underperform or quit.
- Show employees that they have a future with your firm, and that they are valued for what they can accomplish in the long term as much as the short.
- Be flexible. Work/Life balance directly impacts retention.
- Encourage friendships. When employees have friends at work, they stay at their jobs longer.

Retaining employees can be a tricky problem for firms to face, but you don't need to go it alone. Legal Specialists offers trained staffing advice and placement options for firms that might not have had time to find the right fit for their staff the first time around.

### The Blues

Some people get the blues when it rains, and sometimes even on sunny days. Too often these employees bring their personal problems to work. Unfortunately, those individuals drag others down who have a more positive outlook on life. Certain people including managers can often create such negativity in the workplace that the atmosphere is not conducive to productivity. To be sure, management makes a big mistake to ignore the damage that negativity brings into an organization.

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**WHERE HAVE ALL THE GOOD ONES GONE?**

We can't say that we have the complete answer to that question. We can tell you, however, that top notch applicants for employment are available for interviews through Legal Specialists. The following pages mention just a few.

**A. DESKTOP SUPPORT TECHNICIAN**

**Synopsis:** End-user support specialist with technical and troubleshooting repair expertise. Team player who is flexible, reliable and adaptable to dynamic environments. Exceptionally capable computer user support specialist with over seven years practice in resolving complex end-user issues. Enthusiastically seeking to bring a vast repertoire of both hardware and software knowledge to a challenging position with a growing technical support team. Excellent problem-solving abilities and diagnostic skills.

**Salary:** \$72,000

**B. OFFICE SERVICES SUPERVISOR**

**Comments:** Oversees records and office services operations and supervises administrative support staff for a prestigious international law firm. Responsible for file and data management as well as retrieval of documents for attorneys' immediate use. Manages complex print requests including scanning, bookmarking, Bates numbering and converting files. Provides feedback to director of administration for employee performance reviews, verifying and correcting time sheets prior to submitting to payroll, and assists with production billing. Assists with reception duties and conference room set up. Has high energy initiative and commitment to professionalism.

**Salary:** \$59,000

**C. ADMINISTRATIVE ASSISTANT**

**Summary:** Answers multi-line telephones; greets and directs visitors to offices. Handles accounts payable and prepares expense reports. Drafts letters, invoices, engagement and audit letters; formats and proofreads documents. Manages, organizes, and restocks office supply inventory. Orders food for meetings. Maintains office equipment and law library. Prepares and sends shipments via Fed-Ex and other services. Organizes and ensures neatness of office areas. Makes travel arrangements and reservations for attorneys' seminars.

**Salary:** \$57,000

**D. RECORDS COORDINATOR**

**Outline:** Legal records and docketing specialist with strong experience in large and small law firms. Manages incoming electronic files and uploads to document management database on firm's Intranet. Uploads pleadings, discovery, correspondence and reports from LexisNexis, renames, and routes to appropriate attorneys and paralegals. Works with toxic tort, environmental, real estate, corporate and IP departments filing, maintaining and indexing hard copy pleadings, discovery, correspondence, expert reports, and documents using FileSurf and ARM records management software. Processes incoming records requests, and offsite storage/retrieval of files and cases as needed.

**Salary:** \$47,000

**E. OFFICE SERVICES CLERK**

**Experience:** Managed mail center, dealt with high priority and sensitive documents, performed copy jobs as needed, processed outgoing packages and postage via mail machine and online tracking. Ordered and kept track of office supply inventory and equipment, maintained common employee areas. Facilitated set up and break down of conference rooms. Entered attorney billing expenses in database. Handled incoming calls, hospitality, deliveries, and front office upkeep.

**Salary:** \$42,000

**F. PATENT SECRETARY**

**Outline:** Provides US and PCT patent prosecution, and some foreign patent prosecution support to partner of international corporate law firm. Knowledge of US patent rules and procedures. Obtains monthly docket and reviews daily for pending actions. Prepares, proofreads, and electronically files applications (Continuation; divisional; and national phase), formal papers, and priority documents to the patent office via EFS-WEB. Researches patent family tree, tracks relatedness, prepares and files IDS. Coordinates monthly billing. Seeks Santa Clara Valley location.

**Salary:** \$90,000

**G. BILINGUAL (English/Spanish) LEGAL SECRETARY**

**Experience:** Solid experience in complex legal office management and the proven ability to provide secretarial and paralegal support to multiple attorneys in a high-volume law practice. Effectively coordinates general administrative and legal secretarial duties inclusive of maintaining attorneys' calendars, dictation, client communications, opening and processing new matters, proofreading, e-filing of court documents, billing, reception and office filing. Proficient in Word, Excel, WordPerfect, Abacus and Timeslips software.

**Salary:** \$80,000

**H. DOCUMENT SPECIALIST**

**Experience:** Legal word processing/document support in law firms ranging in size from solo practitioner through large international firms, doubling as a legal/litigation secretary, including e-filing, at the smaller firms. In these positions incorporated graphic design both in creating online forms and PowerPoint presentations for use both inside and outside the office. Also responsible for copy editing and proofreading in many positions. Windows 8; Microsoft Office 2013; Adobe 11; OmniPage Pro; DocXtools, WAVpedal transcription software.

**Salary:** \$69,000

**I. LEGAL RESOURCE ASSISTANT**

**Comments:** Background in maintaining special projects as directed by attorneys. Formats discovery and pleadings. Finalizes reports, correspondence, memorandum, and other legal documents. Drafts judicial council forms and proofs of service. Processes court filings (electronic or physical) with state and federal courts as required by assigned attorney's practice and serves legal documents as needed. Uses appropriate delivery services and follows up on timely delivery. Communicates with plaintiff counsels, vendors, courts and experts. Schedules depositions and court hearings.

**Salary:** \$56,000

**J. RECEPTIONIST**

**Work:** Answers phones and directs calls to appropriate staff members. Maintains office equipment, coordinates with building management and firm's IT group. Handles incoming and outgoing mail/packages. Manages the firm's law library. Knowledgeable on updates frequently made with LexisNexis, Thomson Reuters, California Reports, etc. Accounts payable and maintain vendor relations. Assists with client billing and banking activities. Helps coordinate firm events (i.e. meetings, conferences, catering, depositions). Maintains firm's social media accounts (i.e. LinkedIn, Twitter and website).

**Salary:** \$48,000

**K. STRATEGIC INTELLECTUAL ASSET LEADER**

**Summary:** Extensive senior-level experience in stewarding intellectual assets for effective asset generation / acquisition, protecting investments in research, technology, products, and markets, utilizing and extracting value, managing risk, creating opportunity, and maximizing return (profit, competitive advantage) for sustainable business impact, growth, success. Technology Leader in managing innovation, advanced technology, and product/system development. Business experience in large and small, public and private, emerging and consolidated market, global firm environments.

**Education:** Ph.D. Engineering Mechanics (Minor: Applied Mathematics), University of Wisconsin - Madison, WI.

**Salary:** \$175,000

**L. FIRM ADMINISTRATOR**

**Overview:** Managed the overall day-to-day operations of a national firm's Sacramento, San Francisco and Seattle offices. Recruiting, hiring, training, supervising and annual evaluations of the legal support staff; created global RFPs for vendor contracts for all offices; reviewed/processed accounts payable invoices. Monthly analysis of variance reports to current budget; prepared annual office budget. Coordinated and executed office move with multiple vendors and national/regional department heads; managed facilities and related office functions; oversaw office services staff and coordinated special events. Event Coordinator for the firm's Annual Retreat and Women's Retreat.

**Degree/Awards:** CLM (Certified Legal Manager). B.S. Business Management. CERT Certificate.

**Salary:** \$120,000

**M. ATTORNEY SUPPORT SUPERVISOR**

**Responsibilities:** Supervision of secretarial staff in Silicon Valley office of global firm. In control of hiring, employee relations, discipline and termination of secretarial staff. Monitored workflow and coordination of secretarial assignments; identify training needs/issues; supervise and develop secretarial staff. Managed annual review and bonus compensation programs. Maintained current knowledge regarding PTO, Kronos, leaves, on-boarding and conducted new hire orientations. Effective communication with secretarial staff regarding firm policies, procedures and expectations. Led secretarial meetings, served as backup for timekeeping activities and handled special projects when needed.

**Comments:** This is an excellent all-around legal support manager. Fantastic references!

**Salary:** \$100,000

**N. MARKETING / BUSINESS DEVELOPMENT MANAGER**

**Background:** Strategic and commercially-minded International Marketing Professional with over 15 years of experience in all aspects of marketing and business development. Legal and professional services sector focus. Extensive experience within international law firms in Europe, including London-based roles with global reach. Knowledge of all major practice groups and law firm functions. Team management experience. Ability to operate at both ends of the strategic/operational spectrum as required, and developing relationships at all levels. This candidate holds an MBA degree and brings an alternative perspective into everyday marketing operations and cross-border business development initiatives.

**Salary:** \$98,000

**More About Us**

Legal Specialists is a results-oriented company focused on recruiting only highly qualified and exceptional attorneys, paralegals, legal secretaries, management and legal support staff in permanent, contract and temp-to-perm positions.

**Client Services**

You will see why we currently serve the Bay Area's top law firms and many Fortune 500 companies. Some of the many benefits you will derive from using Legal Specialists are:

- Higher caliber candidates
- Pre-screened candidates who meet your professional and cultural criteria
- Expertise in managing and expediting the hiring process
- Faster, more efficient searches
- Liaison between you and candidates
- Advice on local employment trends
- Compensation and benefits information

**Commitment**

We focus on a consultative and customized approach that identifies the most qualified and committed candidates to be part of your team.

**Ethical**

Legal Specialists strictly complies with all applicable laws and regulations concerning equal opportunity and non-discrimination. We treat our candidates and clients fairly, honestly and with the highest degree of integrity.

**Reputation**

Our professional judgment, our commitment to professionalism, our consistent record of results and excellent client relations distinguish us. Our reputation has been built as one of the most effective, results-oriented firms in the legal search industry.

**Unconditional Trial Periods**

There is never a prorated fee and no hidden charges. If our placement does not successfully complete the trial period you pay nothing!

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Please contact us when you are initiating your next search so that we can discuss your specific hiring needs. We look forward to bringing highly qualified candidates to your attention.

**O. PATENT / TRADEMARK PROSECUTION PARALEGAL**

**Outline:** Files and assists in prosecution of Utility and PCT applications. Knowledge of U.S. and PCT patent rules and procedure; knowledge of national laws of other countries. Reviews files and preparation of Information Disclosure Statement and accompanying documents. Reviews and manages docket for deadlines, utilizing the CPI docketing program. Strong understanding of docketing procedures, deadlines and action needed, prepares docket reports and keeps track of IP department docket for patents and trademarks. Manage multi-client portfolios and transfers.

**Salary:** \$98,000

**P. LITIGATION PARALEGAL**

**Description:** Performs support to partners and associates in labor and employment and lemon law litigation regarding the Song-Beverly Warranty Consumer Act. Management and review of large document intensive complex litigation matters in federal and state courts. Prepares subpoenas, drafts factual summaries and chronologies. Involved in case planning and strategy with partners. Assists in all aspects of trial preparation, including witness binders and lists, trial notebooks and exhibits in anticipation of trial, mediation or arbitration.

**Salary:** \$87,000

**Q. COMPLEX LITIGATION PARALEGAL**

**Currently:** Resourceful professional with a wealth of experience providing litigation services within large law firms, including securities and anti-trust casework. Track record for working on large multi-district litigations; anti-trust area requires worldwide litigation with multiple parties, parent and subsidiary, onshore and offshore. Well versed in trial preparation, including exhibits and Bates numbering, docket review, and manual or electronic court filings. Skilled in maintaining accurate, concise files and working with data management systems. Proficient with Lexis and Westlaw.

**Salary:** \$82,000

**R. SENIOR LEGAL ASSISTANT**

**Review:** Responsible for case reports, case analyses, deadlines and maintenance of Access database. Reviews complaints for claims relevant to preparation of client-specific discovery. Analyzes plaintiffs' responses to defendants' standard and client-specific discovery for product identification information. Prepares case summaries with information from plaintiff responses to pre-trial discovery, deposition testimony, Social Security, military, union and medical records. Assists attorneys throughout all phases of the discovery process and disputes, document productions, motion drafting, settlement negotiations, and trial preparation work.

**Salary:** \$79,000

**S. CONTRACT ANALYST**

**Narrative:** Provided support in global legal contracting team of multinational management consulting, technology services, and outsourcing company. Reviewed, drafted and analyzed wide range of contracts for U.S., Canada, Asia and Europe. Participated in new business opportunities, collaborated with Global Mergers & Acquisitions (M&A) Team in pre and post-merger integration activities. Provided legal advice and assistance regarding initial process, development, and monitoring of request-for-proposal responses.

**Salary:** \$67,000

**T. SENIOR LITIGATION ATTORNEY**

**Professional Experience:** A skilled litigator with substantial experience settling complex cases. Responsible for development and implementation of defense strategy and day-to-day management of numerous case files in insurance defense firm that regularly takes matters to trial. Practice includes extensive deposition, law and motion and expert discovery work. Frequently and effectively communicate with clients and insurers. Excels in connecting with people. Mentors junior associates. Independent, thoughtful, careful, diligent and passionate about the work.

**Education:** J.D., Golden Gate University School of Law.

**Salary:** \$160,000

**U. TECHNOLOGY, BUSINESS & IP EXPERT**

**Profile:** Business development and project execution expert. Specializing in crafting strategies that incorporate technology, business and IP considerations. Credited with landing and delivering multiple six and five figure projects. Dedicated to effectively managing people, projects, change, and risk to efficiently advance company mission. Committed to accomplishing project objectives by defining project purpose and scope, calculating resources required, establishing standards and protocols, and allocating resources. Authored over 25 publications and over a dozen patents. Ideal position would be with a startup biotech/pharma company managing IP and outside counsel.

**Education:** J.D., Santa Clara University School of Law, M.B.A., Golden Gate University, Ph.D., Medical Chemistry, University of Michigan.

**Salary:** \$135,000

**V. CONFLICTS ATTORNEY**

**Experience:** Consults attorneys and determines all parties involved and their relationships. Researches parties to verify parent companies with Dun & Bradstreet as well as Orbis. Analyzes conflicts reports and determines any potential conflicts of interest. Alerts attorneys of conflicts and explain the existence of the conflicts. Collaborates with attorneys on how to resolve, if possible, any existing conflicts. Provides assistance and explanations on waiver letters and ethical walls. Procures waiver letters and engagement letters when necessary. Confirms and establishes ethical walls for conflicted individuals using Wall Builder. Maintains records of clients and new matters using LegalKey and Compliguard.

**Education:** J.D., Saint Louis University School of Law.

**Salary:** \$120,000

**W. ASSOCIATE / CORPORATE COUNSEL**

**Summary:** Experienced attorney in the areas of contracts, compliance, and risk assessment.

**Experience:** Drafts, reviews, and negotiates commercial contracts (clients include major hotel chains and key food/retail brands) that typically range from \$100,000 to \$1,000,000; identifies, researches, and advises on potential risks; maintains and updates library of standard contract templates; ensures internal and external compliance with contractual obligations; responds to alleged contract violations; analyzes requests for proposals/qualifications and reports on their feasibility; coordinates procurement of employment visas. Very effective verbal and written communication skills.

**Education:** J.D., Santa Clara University, School of Law.

**Salary:** \$110,000