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 NEWSLETTER

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## RECRUITING & STAFFING PROFESSIONALS

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

## Now is the Best Time to Start Hiring!

Did you put your staffing needs on the back burner until after New Year's? If so, that's okay because January, February and March are the big months for hiring. During the first quarter, organizations ramp up to set future objectives. Usually new budgets and a lot of action that was delayed in November and December can now move forward.

There is always a flurry of hiring activity to support new initiatives, and to replace employees who announce their departure after collecting year-end bonuses or are disappointed in what they perceive as a limited future. Since most job seekers know this is a prime time to look for work, there will be a larger pool of potential applicants to choose from. As individuals think about their New Year's resolution to find what they hope to be a more rewarding career, they're likely to be more persistent in their efforts.

With the ability to reach a targeted legal audience, not to mention a great resource for crosschecking candidates' employment histories, Legal Specialists is eager to be a key player in your growth strategy by making recommendations for 2017. Our highly-trained recruiters specialize in providing direct-hire, contract, and temp-to-hire placements in various disciplines, including: attorney, paralegal, administrative, finance, operations, executive, information technology, marketing, public relations, human resources, and office support positions. From entry level to executive/management staffing needs, we can connect you to exceptional talent that depends exclusively on Legal Specialists expertise.

Law firms and corporate legal departments seek our services due to our consummate attention to providing qualified legal candidates who fit their specific requirements. The only one who knows the kind of candidate you're looking for is you. After all, you have your own unique set of hiring criteria, performance expectations, and standards of quality.

We carefully screen all applicants before their introduction to you and we offer meaningful insight into the persons' experience, personalities, compensation requirements and career goals. Efficiencies are improved with candidates who are a better fit for your requirements. With insight and complete discretion, we deliver a select group of carefully screened candidates, transforming an array of possibilities into your successful hire.

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The following pages contain brief summaries of several exceptional candidates from our extensive database. We can offer more in-depth information about each person mentioned here, or arrange personal interviews in your office. Please don't hesitate to call about any of your staffing requirements.

**A. NEW BUSINESS SYSTEMS ANALYST**

**Outline:** Advises in the development of, tests, monitors, troubleshoots and improves firm-wide new business systems and operations for a 400+ attorney law firm specializing in all aspects of IP law, often resolving complex system issues. Guided by the Rules of Professional Conduct, hosts firm-wide Ethics/New Business/Conflicts-of-Interest training. Delivers insightful analysis and solutions for the benefit of various departments and time-sensitive special projects. Provides back-up support for conflicts and intake. Utilizing various resources and systems, analyzes, researches and resolves conflicts-of-interest issues.

**Salary:** \$87,000

**B. RESEARCH LIBRARIAN**

**Experience:** Background conducting legal research and records management. Proficient with Westlaw, Lexis, Bloomberg, PACER, and other general and specific online databases covering intellectual property, corporate, and securities law, legislative information and public records. Able to analyze and synthesize information from various sources. Enjoys good working relations with superiors, colleagues, support staff, and IT specialists. Understands attorneys' need for just-in-time research results stemming from the time sensitive nature of their work. Strives to provide quality service.

**Salary:** \$70,000

**C. LITIGATION SUPPORT SPECIALIST**

**Review:** Certified in LAW PreDiscovery Electronic Discovery Program. Utilizes Concordance, CaseMap, LAW, TextMap, and other programs to construct and analyze case databases. Compiles and prepares information, documents and presentation materials for trials, deposition and arbitration. Maintains issue-specific binders and spreadsheets with updated information. Logs and manages incoming ESI (Electronically Stored Information). Manages expert documents and files. Performs redactions and coordinates copy projects. Uses electronic research tools to locate cases, statutes and legal authorities and compiles materials into binders.

**Salary:** \$63,000

**D. 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:** \$62,000

**E. MARKETING & BUSINESS DEVELOPMENT ASSISTANT**

**Outline:** Coordinates conferences and presentations for multiple practice groups. Manages blogs, curates content and edits submissions. Innovates and implements SEO/SMO plans to further reach of law groups. Develops improved systems in conjunction with design team to take ideas from concept to application. Manages and formats repository of marketing materials and collateral for RFPs.

**Education:** B.A, University of San Francisco.

**Salary:** \$49,000

**F. 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:** \$70,000

**G. 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. Other skills include proofreading and copy editing. Windows 8; Microsoft Office 2013; Adobe 11; OmniPage Pro; DocXtools, WAVpedal transcription software.

**Salary:** \$67,000

**H. 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:** \$48,000

**I. 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:** \$45,000

**J. PROJECT SUPPORT**

**Work:** Skill set, background, and college education have well prepared this candidate. Experience working directly with partners, administrators, clients and vendors. Has the ability to multi-task and thrive in a fast paced office services role supporting with various projects. Would be open to any needs: photocopying, filing, distribution of mail or assist with administrative responsibilities. Very capable, has excellent communication skills and is ready to go to work!

**Salary:** \$43,000

**K. BUSINESS DEVELOPMENT SPECIALIST**

**Summary:** Co-managed cross-functional team to design, implement and support several business technology initiatives focusing on an enterprise customer relationship management (CRM) solution. Overall responsibility for the technology strategy of the projects, satisfying the end-user's concerns and incorporating current business processes resulting in productivity increases among user teams. Created innovative, scenario-based executive presentations and were designed to allow executives to grasp capabilities, improvements, issues and necessities. Outgoing and highly versatile.

**Education:** M.B.A., The University of Chicago Booth School of Business.

**Salary:** \$110,000

**L. RECRUITING COORDINATOR**

**Background:** Helps plan and manage summer, new, and lateral attorney recruiting efforts. Prescreens resumes and schedule interviews, collects evaluation feedback, and obtains approvals for new hire requests. Helps develop and manages Summer Associate Program, including orientation, training programs, social events, and budget. Arranges and coordinates the on-campus interview process at target schools, including registration, resume screening, and running hospitality suites. Coordinates all aspects of callback interviews and organizes follow-up efforts. Plans and facilitates annual recruiting events and activities, including diversity initiatives, at target law schools. Maintains strong relationships with attorneys, staff, candidates, career services offices, and search firm consultants.

**Education:** B.A., University of Virginia.

**Salary:** \$105,000

**M. REGIONAL OFFICE ADMINISTRATOR**

**Outline:** Experienced law office administrator adept at managing various functions including human resources, marketing, IT, facilities and finance. Responsible for all office administration oversight and supervision of firm's three California offices. Oversees office employees' HR function, including benefits administration, recruitment, and training. Monitors firm-wide implementation and administration of document management software; website development and maintenance, and intranet updates. Oversight of operations/facilities functions including property moves; coordinated efforts with contracted facility services. Monitors MCLE credit programs for multi-state licensed attorneys and paralegals. Participates in budget creation and management for the state offices, including oversight of all AP/AR.

**Salary:** \$95,000

**N. E-LEARNING IT TRAINER**

**Overview:** New hire orientation and ongoing training for all staff: shareholders, associates, secretaries, and support staff. Training includes applications both desktop and mobile. Designs and provides software training. Creates classroom and online training, including course content, training agendas, sample files, Quick Reference Guides, and class recordings. Designs, writes, narrates, and publishes wide spectrum of E-learning modules, including new hire training, application training, firm communications, and on-demand rollout learning. Records and publishes video modules for clients to include on their corporate webpages.

**Salary:** \$81,000

**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. SENIOR CONTRACT MANAGER**

**Outline:** Reviews, drafts and negotiates a variety of U.S. and international commercial agreements including, distributor agreements, card partner agreements, letters of variation, master services agreements, NDAs, standard and non-standard. Provides guidance on contract matters, including training new business directors and attorneys in contracting practices and procedures. Ensures compliance with SOX processes and controls with regards to contracting practices. Participates in weekly meetings with attorneys and sales teams. Make certain that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Creates and maintains contractual records and documentation in contracts management system (CMS). Conducts legal research and provides written analysis.

**Salary:** \$120,000

**P. TRADEMARK & ALCOHOL BEVERAGE PARALEGAL**

**Professional Summary:** Unique law firm and in-house background providing solutions to a wide spectrum of clients in legal and regulatory matters, in-depth paralegal knowledge in the following areas of law: trademarks, (clearance, prosecution, maintenance and investigations of infringements), and alcohol beverage trade practice compliance, real estate and litigation. Manages multiple client trademark portfolios, both domestic and international. Daily communication with clients on upcoming deadlines and portfolio management. Liaises with international associates regarding applications and infringement matters. Performs preliminary clearance searches; investigate comprehensive search results for infringers.

**Salary:** \$105,000

**Q. SENIOR LITIGATION PARALEGAL**

**Currently:** Practice areas: labor and employment (employer side). Reviews and prepares documents for productions, depositions, mediations, arbitrations, and trials. Drafts subpoenas, pleadings, and discovery responses. Conducts factual and legal research. Locates witnesses. Prepares deposition summaries. Coordinates with clients for document collections, depositions, declarations, and trials. Contacts DFEH, LWDA, DLSE, BSIS, EEOC, and other regulating agencies to request charge files and public information. Coordinates deadlines and continuances with clients, witnesses, mediators, arbitrators, and opposing counsel. Cite checks legal briefs and prepares pleadings for MSJ filings. Manages 40-50 active cases, assigns cases to other paralegals, maintains and circulates trial calendar. Paralegal Professional Certificate (ABA Approved).

**Salary:** \$85,000

**R. PATENT TECHNICAL SPECIALIST**

**Synopsis:** Worked with attorneys and domestic and foreign clients to prepare patent applications and handle patent prosecutions (US, foreign, PCT). Responded to administrative notices from USPTO and adaptation to meet foreign filing requirements, in the fields of electrical and mechanical engineering. Initiated and interpreted patentability searches, analyzed prior arts, filing histories and technical differences. Provided infringement/non-infringement opinions for clients and litigation teams. Prepared documents for clients and judicial review in different languages (Chinese and English). Best suited for a fast-paced, diversified environment.

**Salary:** \$85,000

**S. 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:** \$150,000

**T. 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:** \$125,000

**U. 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:** \$115,000

**V. 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:** \$105,000