



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

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**NEWSLETTER**

PHONE 415-421-9400  
EMAIL [GFLOSS@LEGALSPECIALISTS.NET](mailto:GFLOSS@LEGALSPECIALISTS.NET)  
WWW.LEGALSPECIALISTS.NET

## RECRUITING & STAFFING

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

### A Firm Commitment

If you've found that ideal candidate for your open position, chances are, a dozen other firms have found them too. Even if you attract the best applicants, one or more will likely turn down your offer. In the current job market, where the talent pool is limited, candidates usually have options; we frequently hear of individuals receiving two, and even three, job offers. Or, after months of interviews and negotiations, an individual accepts a position with your firm and then their current employer makes a counteroffer, and they decide to renege and stay where they are.

The really good applicants have a choice of where to work and will be looking for organizations that best meet their career objectives and lifestyle. Candidates will need to be sold on why your firm is a great fit for them. They will be interviewing you to the same extent as you are them. Understanding that will go a long way toward hiring the talent necessary to thrive in today's competitive marketplace.

People looking for a job at times need to be pointed in the right direction. Your staff can offer help if they are brought in during the interview process. In the course of meeting with a candidate, try to introduce them to the key people they would be working with. A show of dedication by senior managers is crucial. By taking the time to share their enthusiasm about the firm, by conveying a genuine interest in the work, and by understanding a candidate's motivation, and potential with the organization, they can send a powerful message that the firm is one that cares.

Ideally, the person would gain a deeper understanding of the organization and its background. The firm's culture is akin to an individual's personality and more and more applicants want to feel comfortable about their work environment before considering a job offer. Not only will this persuade candidates, but also they will gain a clearer sense of whether the opportunity is right for them.

### Getting New Team Members Off to a Great Start!

Once a candidate has accepted an offer, your job is not over. As the matchmaker you want the relationship to be long lasting, and this is all about providing relevant information and managing expectations. Make sure copies of the company handbook and any orientation material are sent to the new hire promptly. Additionally, let them know you are the first person to call if they have any questions prior to the start date.

**Would you like more help with the hiring process?** Contact Legal Specialists. As one of the leading legal staffing agencies in the Bay Area, we'll work with you to learn about your firm, your culture, and your staffing needs. We'll then get to work sourcing, screening and interviewing candidates so we can find one that's a great fit – and be available to help you retain them!

| DIRECT-HIRE CANDIDATES INSIDE: |      |
|--------------------------------|------|
| DESKTOP SUPPORT                | PG 2 |
| FRONT DESK                     | PG 2 |
| LEGAL ASSISTANT                | PG 2 |
| LITIGATION SECRETARY           | PG 2 |
| WORD PROCESSOR                 | PG 2 |
| DIRECTOR OF ADMIN.             | PG 3 |
| VP - TALENT MGMT               | PG 3 |
| BILLING SPECIALIST             | PG 3 |
| MARKETING                      | PG 3 |
| GLOBAL IP MANAGER              | PG 4 |
| SR. IP PARALEGAL               | PG 4 |
| PATENT AGENT                   | PG 4 |
| SENIOR ATTORNEY                | PG 4 |
| LITIGATION ASSOCIATE           | PG 4 |

**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:** \$62,000

**B. 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:** \$55,000

**C. FRONT DESK / RECEPTIONIST**

**Comments:** Experienced legal assistant with excellent administrative and client-attorney relation skills. Background in, and working knowledge of legal terminology, general law, and legal proceedings. Efficiently maintained a wide variety of highly confidential legal records and files. Managed calendaring and event scheduling for multiple partners. Answered and screened incoming calls, greeted and directed clients / vendors. Received and sorted incoming mail, logged incoming packages, scanned documents. Operated standard office equipment, such as word processors, printers, copiers, and multi-line telephones.

**Salary:** \$46,000

**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:** \$42,000

**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:** \$36,000

**F. LEGAL ASSISTANT**

**Work:** Assists attorneys by investigating facts, preparing legal documents, and researching legal precedent. Provides assistance on energy, intellectual property, trademark, patent, general, and asbestos litigation. Assists in the preparation of client and expert witness depositions. Runs key searches on Concordance for specific terms relating to a case in preparation of production. Reviews and assesses documents produced by opposing counsel. Schedules meetings and depositions of clients and expert witnesses. Drafts pleadings, discovery responses, correspondence, and agreements.

**Salary:** \$78,000

**G. LITIGATION SECRETARY**

**Profile:** Provided litigation support to partners and associates (asbestos and general civil litigation). Drafting, editing and proofreading pleadings and discovery, litigation reports, correspondence and judicial forms. Filed and served documents with state and federal courts. Opened and processed new clients and new matters including file set-up. Maintained and organized attorneys' calendars, files and contacts. Created, organized and maintained attorneys' case files. Scheduled, coordinated and arranged meetings, depositions, independent medical examinations and travel.

**Salary:** \$75,000

**H. 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.

**Education:** Paralegal Certificate and Liberal Arts degree.

**Salary:** \$68,000

**I. WORD PROCESSOR**

**Experience:** 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. Always willing to assist in other departments when time allows.

**Salary:** \$65,000

**J. 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

**K. DIRECTOR OF ADMINISTRATION**

**Career:** Extensive background as a resourceful administrative manager directing finances and human resources. Developed and managed all financial aspects of business (general ledger, billing, A/P, A/R, budgeting, cash flow, scalable growth forecasting, compliance, internal controls, financial reporting, payroll, health savings accounts, 401(k) and cafeteria plan administration). Considerable human resource experience, knowledge of employment laws, total rewards implementation. Strong leadership, negotiation and collaboration skills to manage employees and deal effectively with clients, vendors, bankers, accountants. Advises and participates in strategic improvements and project management to ensure accuracy, reduce costs, increase revenue, and expand business. Passion for teambuilding, exceptional customer service, and continuous operational enhancement.

**Education:** B.S., Business Management.

**Salary:** \$125,000

**L. VP - TALENT MANAGEMENT**

**Background:** Passionate and talented human resources professional with a 15-year track record of advancement and achievement. Uniquely skilled at elevating complex workforces by developing, supporting and retaining top-caliber professionals. Supplements HR generalist mastery with deep operations and general business knowledge. Drives high-impact projects, forges productive business relations, and aligns staff members with broad corporate goals.

**Education:** M.B.A., B.S.— Human Resources Management.

**Professional Development:** Senior Professional of Human Resources (SPHR), SHRM-Senior Certified Professional (SCP).

**Salary:** \$115,000

**M. BILLING SPECIALIST / COLLECTIONS SUPERVISOR**

**Overview:** Billing and collections professional with 10+ years of experience working in fast-paced environments, interacting with clients in the legal industry. Possesses excellent written and verbal communication skills, proven ability to handle complex situations, and technical mastery to independently complete large projects. Team-oriented problem-solver recognized for ensuring clients and internal needs are met. Track record of high accuracy, efficiency, attention to detail, and promoting quality client service.

**Software Skills:** E-Billing HUB, Serengeti Tracker, TyMetrix Elite Enterprise/WebView, SAP, Omega, CMS, ProLaw, Eliot, Direct Commerce, Data Cert, Legal Precision, Legal Exchange.

**Salary:** \$100,000

**N. BUSINESS DEVELOPMENT / MARKETING**

**Summary:** Incisive and resourceful business development and marketing professional with breadth of knowledge and experience in professional services industry including global, mid-size and small law firms. Reliable project manager and team player with key strengths in organizing, planning and problem solving. Built reputation for cutting costs and improving operational efficiencies. Managed inbound marketing and promotional strategy. Instituted marketing and business development initiatives to yield new business. Successfully coached attorneys on business development and marketing, and assisted with their efforts. Created and managed social media presence and firm blogs. Managed client, community and media relations.

**Salary:** \$90,000

**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, temporary/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. GLOBAL IP MANAGER**

**Professional Expertise:** Perceptive, results-oriented intellectual property research and management professional with noteworthy success directing a broad range of corporate and private practice projects and initiatives with emphasis in operations, outside counsel and off-shore team management, licensing agreements, database design and support, project coordination, analytics, user training and support and supervision of staff. Hands-on experience leading all stages of process development efforts, including requirements definition, design, testing, and support.

**Salary:** \$130,000

**P. SENIOR IP PARALEGAL**

**Qualifications:** Experienced intellectual property paralegal with strong skills in U.S. and foreign patent filing procedures and Federal regulations, including electronic filings. Expertise corresponding with foreign associates worldwide relating to formal requirements and other related matters. Extensive knowledge in preparing and filing application formalities including declarations, assignments, formal drawings, and Information Disclosure Statements. Management of all phases of docketing, both U.S. and foreign.

**Salary:** \$105,000

**Q. PATENT AGENT**

**Outline:** Registered patent agent with over four years of experience working with patent and non-patent literature in fields such as semiconductors, photovoltaics, batteries, alternative fuels, and alloys. Familiarity with art searching tools STN and SciFinder and with resources such as ProQuest Dialogue, WebMD, ChemSpider, and many others. First-hand knowledge of how examiners conduct novelty and obviousness searches and what databases and strategies must be employed before an allowance can be issued.

**Salary:** \$87,000

**R. PATENT TECHNICAL SPECIALIST**

**Synopsis:** Worked with attorneys and domestic and foreign clients to prepare patent applications and handle patent prosecutions (U.S., 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).

**Salary:** \$85,000

**S. IP LICENSING PROFESSIONAL**

**History:** Certified paralegal with more than 15 years of experience in digital and print media rights, internet research, website content risk assessment, legal compliance, and policy development. Responsible for researching, obtaining and assessing third-party contracts for use in digital and print educational products. Assisted attorneys with legal research to ensure contract compliance, negotiated contract extensions, and replaced content as needed to avoid infringement. Advised on legal issues throughout all stages of production, including fair use, contract term limits, territorial and language rights, and fees.

**Salary:** \$75,000

**T. PARTNER-LEVEL LABOR / EMPLOYMENT ATTORNEY**

**Experience:** Extensive experience providing advice to individual and corporate clients in employment, labor law, trade secrets, ADA premises liability, and general business disputes. Clients have included small and large corporations in a broad range of industries, including technology companies. Performs the function of in-house employment counsel for clients that do not have in-house counsel. Intimate knowledge of the ever-changing landscape of employment laws nationally, regionally and locally.

**Education:** J.D., UC, Hastings, School of Law.

**Salary:** \$200,000

**U. SENIOR 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.

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

**Salary:** \$150,000

**V. LITIGATION ASSOCIATE**

**Qualifications:** Defense of complex and high-exposure personal injury and wrongful death civil cases at AV-rated insurance defense firm. Case analysis and evaluation, legal research, law and motion, preparation of pleadings and discovery, depositions, trial and witness preparation, mediation and settlement negotiations, and interfacing with clients, experts and outside counsel.

**Education:** J.D., UC, Berkeley Law (Boalt Hall).

**Salary:** \$135,000

**W. ESTATE PLANNING ASSOCIATE**

**Outline:** Implements advanced estate planning strategies for high net worth clients (\$1-\$100 million), including the drafting of ILITs, QDOTs, ABCs, GRATs, and Crummey trusts. Assists clients with simple and complex trust administrations, including 706 tax returns, court petitions for the termination of bypass trusts, and 17200 petitions for instructions. Handles various types of probate matters, including regular probate administrations, special administrations, conservatorship accountings and reports, substituted judgments.

**Education:** J.D., UC, Davis, School of Law.

**Salary:** \$100,000

**X. BANKRUPTCY ATTORNEY**

**Overview:** Experience with creditors' rights actions, real estate, business litigation, bankruptcy litigation, construction, priority administrative claims, consumer and business bankruptcies. Represented institutional clients as well as individuals in civil and bankruptcy cases. Court experience with bench trials, motions, hearings, arbitrations, appeals and mediations with successful outcomes. Discovery experience with depositions, motions to compel, privilege logs, interrogatories, requests for admission, site inspections, subpoenas, and expert witnesses.

**Education:** J.D., UC, Davis School of the Law.

**Salary:** \$90,000