



# LEGAL SPECIALISTS

A DIVISION OF THE SPECIALISTS GROUP LLC

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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

### Going Strong (Hiring Excellence For 60 Years!)

Legal Specialists is pleased and proud to announce our firm is celebrating its 60<sup>th</sup> anniversary this September. Founded in 1957, Legal Specialists is one of the nation's longest tenured recruiting and staffing agencies. It has remained a private company with office locations in four states and provides employment opportunities to job seekers across the country.

Our service has been able to grow and succeed for so long because of the great clients who make it all possible. Many of the firms we help to find employees for have trusted our staffing service to assist with their hiring needs since we opened our doors decades ago. We've also worked with many job seekers as they grew professionally and their employment needs evolved. These partnerships, and dedication, have helped make us the company we are today.

Jay McManus, our founder and CEO's philosophy when he started the company was simple – to treat both clients and job seekers with honesty, integrity, and transparency throughout the recruiting process. We are proud that his original vision has endured for 60 years. It's a large part of what's made us successful and no doubt helped us reach this major milestone.

Our mission has not changed: To conduct business with a dedication to excellence, integrity, and ethics, and to have a positive impact on each person with whom we come in contact. We take these core values seriously as it continues to encourage every employee to take ownership of the company and actions as well as benefit others. We strive to be your trusted staffing partner by fostering long term alliances with innovative thinking, local market expertise, and service beyond expectation. There is nothing more important to us than providing an exceptional experience to clients and candidates alike.

In the year ahead, we look forward to marking this momentous anniversary by opening new branches, hiring more people and expanding our services locally and nationally, which is certainly something to celebrate.

We are so grateful to all those who we have met and assisted throughout the years, and look forward to another 60 years!

### About Legal Specialists

The company serves many of the Bay Area's top law firms, and numerous Fortune 1000 companies. We place Lateral Associates, and In-House Counsel, as well as other support professionals including: Administrators, Business Development Managers, Paralegals, HR Management, Patent Agents, Litigation and Corporate Secretaries, Legal Assistants, and IT Staff.

Our newsletter is to let you know about exceptional well qualified individuals available through our service. Please keep us in mind when you have an opening on your staff. Perhaps one of the people covered in the following pages will match your needs... if not, we will research our database for the specific qualifications you require.

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**A. FIRMWIDE IP/LITIGATION DOCKETING SPECIALIST**

**Work:** Performs daily docketing functions for firmwide docketing team, including reviewing all relevant pleadings and documents and entering/updating events in CompuLaw/Vision docketing software. Prepares docket reports for attorneys and legal staff. Responds to inquiries regarding deadlines and/or supporting authority. Provides support/training to legal staff relating to the docketing process and the use of docketing software. Performs legal research of local and federal court rules. Conducts new attorney/legal staff orientations related to docketing services.

**Salary:** \$80,000

**B. LAW LIBRARIAN**

**Experience:** Responsible for all aspects of physical library: ordering, paying for, checking in, cataloging, updating, and distributing books and periodicals. Maintaining shelves. Recently involved with downsizing library, deciding which materials to keep and which to eliminate. Locating materials through ILL and document retrieval services. Legal and business research. Training of attorneys and legal assistants in the use of online databases. Notarizing documents for attorneys. Videography of attorney presentations.

**Salary:** \$69,000

**C. BILLING CLERK**

**Recent:** Coordinated billing activity for 23 partners of SF firm. Determined whether to place payment of vendor invoices into hold status or to authorize payment as they pertained to partners' clients and matters. Generated reports that quantified and categorized various client, WIP, A/R, billing, and A/P data. Researched client histories to confirm payments, A/R due, Trust Fund balances, etc. Managed application of Unapplied Cash, Retainer, and Trust Funds. Effectively used current technology (Aderant Expert, ExpertImage, MS Word and MS Excel) to perform assigned work. Effective, timely, and concise communication skills.

**Salary:** \$60,000

**D. OFFICES SERVICES COORDINATOR**

**Review:** Responsible for managing the office services department for San Francisco law office which included: Copy center and document production; support services (i.e., conference room maintenance, reception relief, mailroom upkeep, postage machines & kitchen maintenance); maintenance and upkeep of office equipment (placing service calls, ordering machine supplies/toner). Cross trained to assist paralegals and legal secretaries on special projects as needed. Maintained law library database and ordered books and articles for attorneys.

**Salary:** \$58,000

**E. FACILITIES SUPERVISOR**

**Duties:** Stocking and maintaining office supplies (handling of large scale orders with vendors such as Costco, Office Depot, and multiple catering companies). Operation of high volume copy/scanning equipment. Indexing/filing/retrieving of highly confidential legal documents. Liaison between building management and office. Conference room scheduling and catering needs. Distribution of incoming mail and preparing outgoing mail (including FedEx, UPS, etc.). Reception/front desk back-up for busy multi-line switchboard.

**Salary:** \$52,000

**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. LITIGATION SECRETARY**

**Summary:** Areas of law included insurance defense, construction defect, personal catastrophic injury and civil and business litigation. Experience working in state, federal and appellate courts. Assists with preparation and filing of motions, pleadings, and other legal/court documentation. Prepares and proofreads correspondence; runs conflict checks; maintains files. Files legal documents and handling entire documentation preparation. Handles client communication and maintaining time and billing records.

**Salary:** \$78,000

**H. RECORDS ASSOCIATE**

**Experience:** File maintenance, indexing, retrieving, re-filing and tracking of firm records stored onsite and offsite. Verifies accuracy, and completeness of pre- and post-transfer of files. Enters offsite retention data into LegalKey, changes disposition, and reorganizes files to maximize available space. Ongoing communication with attorneys, staff, clients, and others regarding filing efficiencies, procedures and problem-solving. Monitors supplies, assists with sorting office mail and other daily projects. Extensive interaction with outside vendors, as well as occasional travel to satellite offices.

**Salary:** \$56,000

**I. RECEPTIONIST / LEGAL ASSISTANT**

**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

**J. CLIENT SERVICES ASSISTANT**

**Qualifications:** Exceptional interpersonal and customer service skills. Excels at developing and maintaining positive relationships with clients and vendors as well as assisting team members. Strong organizational abilities, with talent for accurately maintaining records and processing sensitive data. Resources and facilities coordination including ordering office supplies and inventory. Ensures copy areas, kitchens, and remote cooking stations are orderly and stocked with supplies. Maintains visitor offices and conference rooms in a clean and ready state. Provides backup evening reception coverage.

**Salary:** \$45,000

**K. REGIONAL ADMINISTRATOR**

**Summary:** 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

**L. LEGAL SUPPORT MANAGER**

**Responsibilities:** Manage and train non-exempt staff, recruiting, and new employee onboarding. Conduct yearly performance reviews. Maintain library and order office supplies. Review monthly budgets, process/approve vendor invoices, expense reports. Monitor and evaluate workflow efficiencies, overflow, and temp staffing as needed. Provide ongoing coaching and feedback for improved performance. Oversee vendor, facilities management, records management, and local IT staff. Manage relationship with outsourced office service vendor for hospitality and copy/mailroom duties.

**Education:** Paralegal Certificate. Bachelor of Arts.

**Salary:** \$118,000

**M. FINANCE STRATEGIST**

**Skill-Set Summary:** Dynamic finance manager with accounting, economics, and customer operations experience working across multiple functions, practice areas, and geographies. Expertise in financial and operational planning, reporting, and analysis including marketing, and customer operations. Tracks spending, funding, and manages expenses and used information for investment portfolio analysis and decision-making purposes. Engages and assists on month-end close, short-term forecasting activities, and budget planning exercises on monthly/quarterly basis. Responsible for leading cross functional operations teams to execute and achieve cost reduction initiatives. Finance lead in pricing negotiations for software technology and associated support. Proficient in communicating throughout various levels and functions within an organization.

**Salary:** \$107,000

**N. OPERATIONS / BUSINESS DEVELOPMENT MANAGER**

**Experience:** Develops and manages new client relationships for real estate, business litigation and bankruptcy matters. Collaborates with managing partners regarding firm operating procedures, strategic business development initiatives and annual budgets and expenses. Leads weekly meetings with attorneys and staff regarding case statuses; devises action plans and initiatives for new and pending matters. Oversees marketing campaigns as related to direct mail pieces, and digital media. Manages HR operations, including employment contracts, payroll and employee file maintenance, interviewing, hiring and training new attorneys and staff. Provides financial analysis of revenue and expenditures to maximize firm efficiency. Manages accounts payable via QuickBooks.

**Salary:** \$100,000

**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. PARALEGAL MANAGER**

**Currently:** Recruits, evaluates and manages litigation paralegals. Maintains and develops new training materials for new and existing paralegals of various skill levels. Researches and employs new and innovative vendors for cutting edge technology for e-discovery and document hosting, translation services, attorney-staffing, court-reporting and other litigation services. Communicates consistently with the director of administration on profitability of paralegals, charting productivity of paralegals by comparing billable hours and expenses and making recommendations for staffing.

**Salary:** \$130,000

**P. LEGAL ANALYST / SENIOR PARALEGAL**

**Summary:** Goal-focused professional with proven track record of leading preparation and analysis of domestic and international investment-management-related rules and regulations. In-depth experience of corporate finance, treasury, investor functions, and private civil litigation. Expertise in driving efficiency through evaluation of financial management systems and implementation of process improvements. Strong legal and financial organizer with success in cross-functional collaboration, including HR, Compliance, IT and Risk Management.

**Salary:** \$110,000

**Q. TRADEMARK PARALEGAL**

**Outline:** 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: trademarks, (clearance, prosecution, maintenance and investigations), nationwide trade practice compliance, copyrights, real estate, contracts and litigation. Manages and grows client trademark portfolios, both domestic and international. Performs and analyzes preliminary clearance searches; investigate comprehensive search results. Daily communication with client on upcoming deadlines and portfolio management.

**Salary:** \$102,000

**R. SENIOR PARALEGAL / SUPERVISOR**

**Narrative:** Highly motivated and hardworking senior paralegal successful at prioritizing a diverse range of tasks for defense attorneys, specializing in construction defect and insurance litigation. Technologically-savvy; navigates legal software, spreadsheets and telecommunications functions with ease, including large-scale database expertise and experience in managing electronically stored information. Supervisor: Interviewed, hired, mentored, and supervises paralegal staff in two CA offices.

**Salary:** \$90,000

**S. LITIGATION PARALEGAL**

**Description:** Paralegal to a senior partner one of the nation's top-ranked firms. Drafted and e-filed motions with the court. Assisted in the pre-trial and trial preparation of medical malpractice and personal injury cases. Answered interrogatories and reviewed with clients within the allotted statutory time frame. Prepared and handled other discovery materials for presentation to opposing counsel or the court. Obtained medical records according to stringent HIPPA regulations. Coordinated meetings between clients, attorneys, professional staff and experts and others as requested.

**Salary:** \$80,000

**T. REAL ESTATE ATTORNEY**

**Expertise:** Manages and directs commercial real estate matters, including the acquisition and disposition of commercial properties, financing, real estate fund and joint ventures, and commercial leasing. Drafts, negotiates and reviews acquisition and transfer documents and related agreements including master service agreements, stock purchase agreements, entity formation documents and financing contracts. Coordinates due diligence matters, closing oversight, and funding distribution. Manages contract database. Prepares closing binders.

**Education:** J.D., USC, Gould School of Law.

**Salary:** \$200,000

**U. SENIOR LITIGATION ASSOCIATE**

**Overview:** Extensive experience in all facets of business litigation. Specifically, defended Fortune 500 companies in class actions and derivative suits. Drafted pleadings, motions, memoranda and mediation and arbitration briefs in complex civil litigation matters. Researched legal issues, including novel and unique areas of law. Represented clients in state and federal courts, responded to subpoenas and requests for documents. Supervised teams of forensic accountants, document management vendors, attorneys and staff.

**Education:** LL.M., University of Toronto, Ontario.

**Salary:** \$185,000

**V. LITIGATION ASSOCIATE**

**Experience:** Represented clients in matters pertaining to commercial litigation, labor & employment, construction, torts, landlord and tenant disputes, real estate, and environmental issues. Researched and drafted memoranda; drafted complaints, motions for summary judgment, demurrers, mediation briefs, memoranda of points and authorities, and all discovery documents: both requests and responses. Court experience included *ex parte* appearances. Represented *pro bono* clients on matters ranging from unlawful detainer actions to breach of contract cases.

**Education:** J.D., University of California, Hastings.

**Salary:** \$160,000

**W. ASSOCIATE (Business Disputes and Personal Injury)**

**Outline:** Practices civil litigation in disputes involving business, real estate, construction, and personal injury. Drafts complaints, discovery, motions, mediation briefs, settlement conference briefs, declarations, and releases. Attends case management conferences and other court hearings, including *ex-parte* appearances. Takes, defends, and participates in depositions of lay and professional witnesses. Researches and writes on legal issues relevant to active cases.

**Education:** J.D., University of San Francisco School of Law.

**Salary:** \$115,000

**X. STAFF ATTORNEY**

**Profile:** Researches and prepares memoranda regarding ongoing trademark issues. Prepares and files trademark applications, renewals, extensions of time and statements of use. Conducts preliminary trademark searches. Analyzes potential trademark registrations. Assesses discovery for production, including evaluating confidential and privileged information. Drafts correspondence to clients regarding the status of their trademarks. Maintains firm docketing system.

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

**Salary:** \$87,000