

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

**APRIL 2017
 NEWSLETTER**

PHONE 415-421-9400
 EMAIL [GFOOSS@LEGALSPECIALISTS.NET](mailto:gfooss@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

Fill Jobs, Not Just Interview Time Slots

As most organizations are aware, the process of hiring a new employee can be challenging to say the least. The hours and effort put into finding replacements are tedious. Managers are usually faced with this task, but most don't have enough time to devote to recruiting.

Anyone can post openings on job boards, hoping to find impressive resumes among the hundreds received. The problem is, well-written profiles can be from average candidates, and qualified applicants may have CV's that don't knock your socks off. Unfortunately, you may not interview those smart, capable individuals because they'll never be considered strictly on their resumes.

There is a better way. Using a talented expert in legal recruiting to help with your search can be a wise investment. Not only can a staffing agency do the legwork (so you can stay focused on other priorities), they should be connected to the legal professionals you want to work with.

A specialized staffing agency has a pool of qualified and screened candidates. They work closely with passive applicants in their niche market, giving you access to a wider range of qualified individuals. Having a partner that is proactive rather than reactive reduces your costly down time.

A search firm should not send 10 or 15 resumes that you then must review. You're too busy for that. A competent recruiter should serve as a consultant during the hiring process helping to identify, evaluate and focus on the best three or four candidates.

In addition to the recruitment help, an agency offers trial periods. If the hire doesn't work out, you don't pay and *they* start the search again. This helps assure the new hire is the right hire. The agency also learns more about your firm and they'll be better able to fill your next opening once they get a feel for your priorities and culture.

When using a recruiting firm, it is important to choose one with in-depth knowledge of the legal industry and a proven track record of successful placements in the area. As one of the leading executive staffing and search agencies in Northern California, Legal Specialists will work with you to learn about your firm, its culture, and current or anticipated staffing needs. Over a half of a century of legal staffing success means you can count on our experience and skill when you need it the most.

DIRECT-HIRE CANDIDATES INSIDE:	
LITIGATION SUPPORT	PG 2
LAW LIBRARIAN	PG 2
CASE ASSISTANT	PG 2
CLIENT SERVICES	PG 2
LEGAL SECRETARY	PG 2
ADMINISTRATIVE ASST.	PG 2
PATENT ENGINEER	PG 3
CONFLICTS ANALYST	PG 3
BILLING COORDINATOR	PG 3
HR ASSISTANT	PG 3
PATENT PARALEGAL	PG 4
SR. LEGAL ASSISTANT	PG 4
LABOR ATTORNEY	PG 4
LITIGATION ATTORNEY	PG 4

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.

Gregg Foss is the managing director for our California operations. Reach him at (415) 421-9400, or by e-mail gfooss@legalspecialists.net

A. LITIGATION SUPPORT TECHNICIAN

Review: Creates and maintains case related e-discovery databases and review platforms. Manages electronic evidence and files; analyzes, indexes, and loads electronic data and metadata productions. Complex discovery including creation, service and tracking of subpoenas, legal research and cite checking of case law on motions. Preparation of war rooms for trials, creation of witness files, calendars, video clips, demonstrative evidence, timelines, exhibits and electronic presentation databases.

Salary: \$85,000

B. LAW 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. HELPDESK SPECIALIST

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: \$65,000

D. CASE ASSISTANT

Review: 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

E. CLIENT SERVICES COORDINATOR

Experience: Over 10 years' experience in customer service, shareholder support and satisfaction. Specializes in building and maintaining strong professional relationships, managing the multiple demands of a fast paced front desk work center and seeking ways to creatively approach daily tasks to make teams more efficient. Expertise includes coverage of reception area with a courteous, pleasant and professional presence in greeting walk-in guests. Answering and directing calls in an efficient manner. Operating busy PBX and multi-line telephone system. Monitoring guest sign-ins and helping maintain a high level of security. Reputed to be the best receptionist ever!

Salary: \$55,000

F. LEGAL SECRETARY (Labor, Litigation)

Outline: Types and formats pleadings, arbitration briefs, and discovery. Files documents via ECF with state and federal agencies including the National Labor Relations Board and the Workers' Compensation Appeals Board. Composes correspondence including cover letters and requests to pay vendors. Coordinates multi-party events such as negotiations, arbitration hearings, and depositions. Serves legal documents. Arranges travel. Submits conflict check requests. Creates new engagement and engagement bypass records. Inputs attorneys' billable hours and expenses.

Salary: \$82,000

G. LITIGATION SECRETARY

Summary: Legal secretary with over 15 years of experience. Highly computer literate with strong proofreading and communication skills. Capable of operating in a high-energy environment and simultaneously managing several tasks. Ability to create administrative procedures and design specialized document templates. Proficient in Word, Word for Mac, Excel, WordPerfect, DTE, RainMaker, Chrome River, iManage, DeskSite, ProLaw, CompuLaw, Softwise Solutions and Innova Macros and Outlook software.

Salary: \$80,000

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: \$60,000

I. JUNIOR LEGAL SECRETARY

Overview: With four years of administrative and clerical legal experience in civil litigation, this candidate has a strong desire to work in a role that will present new challenges.

Experience: Has ample experience to handle a variety of both routine and project-related duties including: indexing discovery, and creating Excel spreadsheets, reviewing documents, preparing case binders, communicating with clients, scheduling depositions, court appearances, and making travel arrangements. Friendly and outgoing with excellent interpersonal skills.

Salary: \$58,000

J. ADMINISTRATIVE ASSISTANT

Observations: Would be an asset to any firm that could capitalize on this candidate's cooperative attitude, flexibility, and general office skills. Versatile - good depth in all aspects of clerical administration. Flexible, fast learner, great attitude. We foresee a terrific future for this candidate!

Work: Has sorted, classified, and scanned documents. Retrieved case files for attorneys. Prepared evidentiary, trial, deposition, and exhibit notebooks. Set up conference rooms for client meetings and ordered office and kitchen supplies. Backup for front desk and phones.

Salary: \$50,000

K. PATENT ENGINEER / AGENT

Overview: Seeking a patent agent position that will utilize experience as a patent engineer as well as this candidate's impressive technical background. Almost three years of patent prosecution experience (hardware, software, mechanical technologies). USPTO Registered with Limited Recognition. Over six years of semiconductor/software industry experience as a hardware developer. Team player, excellent written and verbal communication skills.

Education: M.S., Computer Science. B.S., Computer Engineering.

Salary: \$125,000

L. CONFLICTS ANALYST

Career Summary: Created conflicts department at Top 5 Texas law firm. Assisted in testing/conversion/implementation of Elite Enterprise system. Managed day-to-day operations of team, including analyzing and solving problems, processes, staffing, personnel issues, and recruiting. Developed and implemented working capital processes and quality assurance (risk management) guidelines for litigation-specific and audit services. Liaison between Ethics Chairman and conflicts department. Fully knowledgeable of the ABA's Model Rules of Professional Conduct and GAAP guidelines.

Salary: \$88,000

M. FINANCE ADMINISTRATOR

Qualifications: Result-driven, detail-oriented, and highly analytical professional; with broad experience in project and budget management encompassing process improvement, financial analysis, accounts payable, and general ledger. Provides ongoing tracking and reporting on operations expense and budgeting. Coordinates with management teams, to drive optimal financial results. Leads quarterly forecasting, as well as annual budget planning, preparations and submissions. Recommends actions to cover budget differences.

Salary: \$75,000

N. BILLING COORDINATOR

Work: Prepares closing spreadsheets, writes bill summaries, and tracks the status of billing via Excel. Identifies matters to be included in monthly billing process and tracks the status of matters. Prepares monthly bills, including writing summaries and emailing copies to reviewing attorneys for revision and approval for final invoices. Generates monthly client reminder statements. Contacts clients concerning past due accounts over 45-days old. Provides copies of outstanding invoices and disbursements. Researches payment applications and reconciles client accounts. Processes accounts receivable write-offs, including obtaining the appropriate approvals.

Salary: \$72,000

O. HR ASSISTANT / LEGAL RECRUITER

Experience: Conducts preliminary phone screens and candidate interviews of potential temporary and direct-hire employees. Utilizes a variety of resources to build and maintain applicant tracking database. Cold call recruiting. Helps make final decisions on the selection of employees. Helps maintain a strong social media presence to attract potential candidates. Completes all new hire paperwork and assists in providing orientation and training. Helps create and modify job descriptions and job-board postings.

Salary: \$65,000

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!

* * * * *

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.

P. 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: \$92,000

Q. 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: \$85,000

R. 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: \$75,000

S. 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: \$72,000

T. 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: \$58,000

U. 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

V. SENIOR LITIGATION ATTORNEY

Overview: Experienced attorney at insurance defense firm specializing in personal injury, truck and automobile accidents, wrongful death, lemon law, premises liability, and employment law. Primary responsibility on 75-100 litigated files from inception through trial in all counties of California. Lead counsel on over 500 plaintiff depositions. Obtained a defense verdict as sole counsel on jury trial. Successfully resolved mediations and settlement conferences with clients on cases with values exceeding seven figures.

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

Salary: \$135,000

W. LITIGATION ASSOCIATE

Experience: Responsible for all stages of litigation, from initial responses, factual investigation and discovery, liability and damages analysis, litigation strategy, investigation of alternative causation, to development of defenses and trial. Deposed dozens of plaintiffs, experts, and percipient witnesses in both insurance defense and direct representation contexts. Managed discovery for an active caseload in multiple jurisdictions, including San Francisco, Alameda, Solano, San Diego, Orange, and Los Angeles counties.

Education: J.D., University of San Francisco.

Salary: \$120,000

X. TRIAL ATTORNEY

Profile: Engaged in every stage of litigation, including intake, pleadings, written discovery, depositions, law and motion, negotiations, settlement, trials, arbitrations, appeals, writs, pre-trial remedies, and post-trial remedies. Second-chaired jury and court trials, as well as arbitration. Extensive experience with law and motion, summary judgment, demurrers, motions in limine, and jury instructions. Defended and taken numerous depositions in small to multi-million dollar cases.

Education: J.D., McGeorge School of Law.

Salary: \$98,000

Y. 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