

Job Description

Intellectual Property Clerk + Paralegal

This is a hybrid administrative and paralegal position ideal for someone who recently received their paralegal certificate and is looking to gain experience. Responsibilities will include working with trademark and patent forms including, but not limited to declarations, assignments, power of attorney, maintenance schedules. You will also be responsible for creating and sending client notifications, maintaining the trademark docket, assisting with trademark filings and various other organizational administrative duties.

Details

Location: Columbus Office

Reports to: Practice Area Management

Position: Full-time, Non-exempt/Hourly

Hours: 8:30 – 5:30 Monday – Friday

Some overtime may be required.

Responsibilities

- + Working with trademark and patent forms including, but not limited to declarations, assignments, power of attorney, maintenance schedules
- + Close trademark files
- + Maintain hard copies of trademark files
- + Completion of new trademark docket for client web access
- + Update and maintain trademark docket
- + Responsible for creating and sending client notifications
- + Assist with trademark client intake; creating new docket records and files
- + Checking trademark status updates through the USPTO, Secretary of State, various international patent and trademark offices and PACER.
- + Assist with the recordation of assignments, attorney revocations
- + Complete various organizational administrative duties
- + Assisting with trademark filings
- + Shadowing and cross training with Phyllis
- + Payment of multi-national association fees
- + Other filings with PTO

If you would like to be considered for this position, please send your cover letter and resume to:

Cara Tamaro, Human Resources Manager

Kegler, Brown, Hill + Ritter Co., L.P.A.

Capitol Square, Suite 1800

65 East State Street

Columbus, Ohio 43215-4294

ctamaro@keglerbrown.com

Our Non-Discrimination Policy: Kegler, Brown, Hill + Ritter grants equal employment opportunity to all qualified individuals without regard to race, color, religion, sex, national origin, age, ancestry, citizenship, or non-disqualifying disability.

**KEGLER
BROWN
HILL +
RITTER**