**Trademark Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Trademark Paralegal to support multiple attorneys in our trademark specialty by providing excellent paralegal level assistance.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Managing the trademark docket
* Processing correspondence to and from foreign associates
* Preparing documents for filing
* Assist with correspondence with clients regarding patent and trademark matters
* Report generation from docketing software
* Creating and opening new trademark files
* Retrieving information from databases
* Assist with due diligence related to contracts, agreements, etc.

### About you

* Demonstrated ability to analyze issues related to copyright registrations and propose remedies.
* Experience in preparing and filing copyright registrations that involve unusual and complex issues.
* Experience in reviewing and preparing responses to the Copyright Office examiners’ inquiries regarding applications and other submitted requests for unusual and complex issues.
* Complete understanding of procedures to register every type of work registrable with the Copyright Office.
* Ability to conduct copyright searches through the Copyright Office’s online Public Records Catalog, analyze results, and prepare reports.
* Knowledge of procedures for copyright registration in other countries and the ability to assist local counsel with the material.
* Excellent client service ethic, communication, and interpersonal skills.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]