

**DRINKER BIDDLE & REATH LLP**  
**PARALEGAL – TRADEMARK**  
**JOB POSTING**

<b>JOB TITLE:</b> Paralegal – Trademark	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Regional Director of Administration (who manages all paralegals firm wide)	<b>LOCATION:</b> Washington, D.C.
<p><b>SUMMARY:</b> We have an immediate opening for a Trademark, Branding and Copyright Paralegal to join our team in our Washington, D.C., office. This position provides support to associates and partners with assessing trademark availability, pursuing trademark registration, enforcing trademark rights and in corporate transactions, analyzing ownership of IP rights and assessing the existence of security interests.</p> <p>It is essential that this person be an enthusiastic self-starter with a strong customer service ethic and able to work well both in a team environment as well as independently. Responsibilities of the position require extreme attention to detail and accuracy, strong written and verbal communication skills, research and analytic proficiency, and the capacity to prioritize and handle a high volume of non-extendable deadlines. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas.</p> <p>In accordance with the firm’s Client Service Initiatives, a paralegal at all levels and titles must display good judgment and effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Electronic filing of Trademark Office and Copyright Office applications, transfer and maintenance documents, and responses to refusals to register trademarks.</li> <li>• Initial drafts of substantive Office action responses.</li> <li>• Perform due diligence investigations, reporting and summarizing for mergers and acquisitions.</li> <li>• Develop initial recommendations for trademark applications, opposition, cancellation and enforcement strategy.</li> <li>• Perform domain name registrations and reconcile disputes.</li> <li>• Preliminary trademark availability searches via software.</li> <li>• Direct communication with clients regarding updates and requests for instruction.</li> <li>• Other tasks and projects as needed.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills for extensive correspondence internally and with clients, foreign counsel and PTO.</li> <li>• Familiarity with oppositions and TTAB proceedings preferred.</li> <li>• Knowledge of how to work with the PTO to achieve goals and resolve issues in a timely fashion.</li> <li>• Familiarity with federal, state and local rules/filing procedures preferred.</li> <li>• Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.).</li> <li>• Strong research and investigative skills.</li> <li>• Strong computer and software skills (LexisNexis, Westlaw, etc.).</li> <li>• Excellent organizational skills with strong attention to detail and the ability to prioritize and coordinate work.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to assess and respond to underlying issues and implications.</li> <li>• Possess strong interpersonal skills with the ability to build strong relationships.</li> <li>• Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.</li> <li>• Ability to adjust and adapt quickly to changing situations.</li> </ul>	

- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Must be able to work well as part of a team as well as independently.
- Is responsive and sensitive to internal and external deadlines.
- Must quickly grasp the goals, service, culture and strategy of the department, the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adheres to and serves as a role model for the firm's Client Service Standards.
- Flexibility for travel and overtime required.

**EDUCATION AND EXPERIENCE:**

- Must have a minimum of five years of Trademark experience.
- Four (4) year college degree in any discipline; minimum 3.3 grade point average.
  - Desired majors: Business, English, French, Spanish, German, History, the Arts, Music, Political Science, Psychology or Law
- Background in branding, marketing, advertising, the arts, authorship or content creations is a plus.
- Degree or certificate in Paralegal Studies is a plus.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:**

Interested candidates should send resumes and cover letters, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**TM Paralegal**" in the subject line.