

Kelly Legal Managed Services is working with an international law firm to identify an experienced Trademark Paralegal to support a team of Attorneys and high-profile clientele in the Chicago office.

The Trademark Paralegal will have responsibility for a variety of duties such as:

- Preparation and filing of both domestic and international trademark and copyright applications;
- Assist attorneys in the clearance and prosecution of U.S. and foreign trademarks;
- Conduct preliminary prosecution for U.S. and foreign trademark applications, registrations, copyrights and domain names;
- Prepare correspondence to law firms, foreign associates and clients;
- Perform preliminary trademark searches and requests;
- Conduct online investigations for infringing material;
- Assist on due diligence reviews of portfolio status;
- Draft assignment documents for recordation of name changes, etc.;
- General paralegal duties as needed.

Qualifications:

- Bachelor's Degree and/or paralegal certificate is a plus;
- 8 years' experience as a Trademark paralegal;
- Strong skills in Microsoft Word, Excel and Outlook'
- Experience with a computerized docketing system;
- Strong experience conducting trademark clearance searches and completing and filing trademark and copyright forms;
- Prior experience with USPTO procedures is required; Madrid Protocol knowledge a plus;
- Excellent communication and interpersonal skills required to interact with attorneys, staff and clients on a regular basis;
- Strong organizational skills and attention to detail.

Qualified Trademark Paralegals are encouraged to submit their resume, in Word format, for immediate consideration to Toni Morlas-Woodard at toni.morlas-woodard@kellyservices.com.