

Trademark Docketing Clerk

Paralegal Department

Summary:

The Trademark Docketing Clerk will work with the Trademark attorneys and paralegals to support the Trademark practice. A primary responsibility will be the administration of databases of domestic and foreign trademark registrations and applications, third-party disputes, trademark opposition, cancellation and invalidity proceedings, domain name registrations, and other trademark matters.

Apply

Qualifications:

- Minimum of 1 year of trademark paralegal or clerk experience in an AMLAW 100 or 200 firm, or corporate legal department.
- Familiarity with WebTMS (or similar web-based software) Trademark Management software.
- Familiarity with trademark prosecution filings requirements and processes.
- Excellent attention to detail and organizational skills.
- Strong writing and communication skills.
- BS/BA from an accredited college or university is strongly preferred.

Duties and Responsibilities:

- Input all deadlines and other information relating to domestic and foreign trademark registrations and applications, third-party disputes, trademark opposition, cancellation and invalidity proceedings, domain name registrations, and other trademark matters into trademark database.
- Correct any existing errors in trademark database and help improve organization of information in trademark database.
- Review docket on a regular basis to ensure that deadlines are met and that attorneys/paralegals are notified of upcoming deadlines.
- Generate trademark deadlines and status reports as needed.
- Prepare standard form letters and emails to clients conveying developments in the status of domestic and foreign trademark registrations and applications, including the issuance of trademark registration certificates.
- As with all positions, perform other duties as requested by Firm management.

Status: Non-Exempt

Reports To: Senior Paralegal Manager

Workplace Type: Hybrid

Salary range is \$75,000 - \$94,000 dependent on experience level and varies based on geography/candidate location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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<https://www.cov.com/en/job-applicant-privacy-notice>

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