

<https://www.matfar.com/job/paralegal-trademark-los-angeles/>

## Paralegal with IP Experience Needed

### Description

California-based National Law Firm is in need of a Trademark Paralegal to provide legal support to a team of trademark attorneys in their Los Angeles office.

### Responsibilities

- Conduct legal research and assist with the clearance of trademarks
- Prepare and file trademark applications with the United States Patent and Trademark Office (USPTO) and other trademark offices worldwide
- Monitor and maintain trademark portfolios, including managing deadlines and renewals
- Communicate with clients regarding trademark matters, including status updates and requests for additional information
- Assist with trademark opposition and cancellation proceedings
- Prepare and file trademark assignments and licenses
- Assist with domain name registration and disputes
- Prepare and file customs recordations with U.S. Customs and Border Protection (CBP)
- Perform administrative duties, such as maintaining client files and billing records
- Assist attorneys with legal research and drafting of legal documents

### Qualifications

- Bachelor's and/or Paralegal Certificate
- 3+ years of experience as a trademark paralegal
- Knowledge of U.S. and international trademark laws and regulations
- Familiarity with the trademark registration process and filing requirements with the USPTO and other trademark offices worldwide
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a team environment
- Proficiency in Microsoft Office and trademark docketing software

### Contacts

Submit your resume to apply. Please reference JO40264 with your submission.

Contact [JP Holmes](#) with questions!

- [jp@matfar.com](mailto:jp@matfar.com)
- 213-996-3736

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state and federal laws

### Hiring organization

Matura Farrington Staffing Services

### Employment Type

Full-time

### Duration of employment

Direct-Hire

### Industry

Legal, Staff

### Job Location

Los Angeles, CA

### Working Hours

Hybrid Work Schedule

### Base Salary

\$ 80K - \$ 140K

### Date posted

April 12, 2023