

FULL-TIME or PART-TIME

TRADEMARK PARALEGAL

HSML, an intellectual property law firm in downtown Minneapolis, has an opening for a Trademark Paralegal to join our growing trademark team for the opportunity to do interesting and challenging work.

REQUIREMENTS:

- Familiarity with U.S. Patent and Trademark Office procedures, rules and requirements;
- Ability to effectively utilize USPTO trademark-specific technology tools, such as TESS, TEAS, TSDR, TTABVUE, and ESTTA;
- Strong knowledge of trademark prosecution and enforcement, including US and foreign matters;
- Proficiency in reviewing and updating trademark docketing;
- Strong trademark clearance search skills;
- Experience with entering and editing time entries and coordinating billing, including review and editing of proformas and compilation of documentation for invoicing;
- Familiarity with copyright, licensing, and domain name registration and enforcement is preferred.

SKILLS:

Be proactive, detail-oriented, reliable, able to prioritize tasks, and able to work in a team environment as well as independently. The ability to work under tight deadlines with a high level of accuracy, and excellent proofreading skills are crucial. The ability to communicate clearly and succinctly is essential. Candidates must think critically, be adaptable, and work with an eye toward continuous improvement.

Candidates should have a minimum of three years of experience as a trademark prosecution paralegal in a law firm or corporation, and a minimum of an Associate's degree; BA and paralegal certificate preferred. A high level of proficiency in Microsoft Office (Word, Excel) applications is required.

BENEFITS:

We offer a competitive salary, comprehensive benefits and pleasant surroundings. All HSML full-time employees are eligible for our complete employee benefits package which includes 401(k), health insurance, dental insurance, life insurance, short-term and long-term disability insurance, Health Savings Account or Flexible Spending Plan, parking allowance, paid time off, and holiday pay.

Send resume, cover letter, writing sample, and salary requirements to Elaine Tinker at etinker@hsml.com.