

LEGAL

Trademark Specialist

Birch, Stewart, Kolasch & Birch, LLP has an exciting opportunity for a qualified Trademark Specialist. The Trademark Department is responsible for processing all firm US and International Trademark application filings and correspondence. As such, Trademark Specialists must be cross-trained in all areas of Trademark prosecution, both US and International. Additionally, the Trademark Specialist will be responsible for providing Cost Estimate Reports and conducting Trademark Searches.

Qualifications

Work Experience

- Minimum of one (1) to three (3) years of Trademark experience in Intellectual Property and/or legal environment.

Knowledge and Expertise

- Required:
 - Minimum four-year degree. Related work experience may be used in lieu of formal education.
 - Knowledge of and experience with mainstream IP Portfolio Management software such as CPI, Patricia, etc.
 - Knowledge of and experience with the Trademark Status & Document Retrieval (TSDR), the Trademark Electronic Application System (TEAS), the Trademark Electronic Search System (TESS), and other related resources and site experience.
 - Knowledge of and experience with general office software such as Microsoft Word, Excel, Access, Outlook, etc.
- Strongly preferred:
 - Knowledge of and experience with Elite or other similar billing systems.
 - Knowledge of and experience with Global IP Estimator or other similar cost estimate systems.

Other Requirements

- Service-oriented individual with enthusiasm for the challenges of providing complex services in a law firm setting.
- Detailed-oriented individual possessing organizational skills.

- Well-rounded, approachable individual able to effectively communicate with others in a professional setting.
- Excellent oral and written communication skills.
- Ability to engage in and provide creative problem solving.
- Ability to forge relationships with management, colleagues and clients.
- Ability to multi-task and work in a fast-paced environment.
- Ability to fully adhere to firm confidentiality standards.

Areas of Responsibility

Projected Duties and Responsibilities

- Fully adhere to firm confidentiality standards to include, but not limited to: attorney – client correspondence and communications.
- Monitor and maintain active correspondence with clients, Foreign Associates and Assignees.
- Manage, maintain and ensure accurate clearing of individual docket(s) of established attorney(s) in relation with Trademark prosecution matters.
- Draft, prepare and proofread written correspondence to clients and/or Foreign Associates to include, but not limited to: reporting letters, response letters and written instructions.
- Draft and prepare Trademark Applications and all other electronic filings for attorney review and undersign.
- Generate cost estimate reports upon attorney and/or other firm personnel request.
- Perform Trademark Searches upon attorney and/or other firm personnel request.
- Prepare, review and edit billing invoices.
- Copy, scan and save all communications in the appropriate document management system.

Customer Service and Communications

- Maintain positive communication with clients, Foreign Associates, Assignees and/or Contacts via oral and/or written correspondence.
- Monitor and maintain Foreign Associate reciprocity.

Orientation, Training and Documentation

- Cross-trained by the Firm Wide IP Trainer and the Trademark Coordinator in all areas of US and International Trademark prosecution process.
- Utilize and provide feedback for documented guidelines, processes and procedures.

Benefits:

Comprehensive benefits package to include medical, dental, and vision insurance. Paid time off and paid holidays. Firm wide annual events and business casual environment. Access to nearby metro and free parking offered.

Please email cover letter, resume and salary requirements to HR@BSKB.com.

About BSKB:

Since 1976, BSKB has been providing a full range of intellectual property law services to clients in the areas of patent prosecution, post-grant review, litigation, opinions and counseling, design patents, trademarks and licensing. Our knowledgeable attorneys and agents hold advanced degrees and are experienced in the fields of chemistry, electronics and IT, mechanical engineering and life sciences/biotechnology.

We believe in offering every client quality, personalized service, and are committed to educating our clients to help them make the most of their intellectual property. BSKB has a rich tradition of offering seminars on intellectual property law that have been attended by practitioners from around the world.

For more information, visit bskb.com.

Birch, Stewart, Kolasch, & Birch LLP is an equal opportunity employer. We are committed to providing equal opportunity to all applicants and employees in full compliance with all applicable state and federal laws prohibiting discrimination on the basis of race, color, age, gender, religion, national origin, disability, sexual orientation and gender identity protected veteran status and individuals with disabilities, or any other class protected by applicable state or federal law.