



Our attorneys have earned a reputation for outstanding legal services to clients. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We keep abreast of changes in the law, we are readily accessible and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles is seeking a qualified **Intellectual Property Paralegal** to serve in our Norfolk office.

RESPONSIBILITIES:

1. Conduct all firm trademark searches and screenings; analyzation of search results and provide search results, summaries and/or recommendations to Trademark Attorney; provide feedback with regard to potential for registrability and/or infringement considerations;
2. Draft federal and state trademark registration applications, declarations of use/renewal applications, assignments and other IP-related documents;
3. Draft Responses to Trademark Office Actions and work closely with Trademark Attorney; research applicable law/statutes, as needed, in formulating Office Action Responses;
4. Preparation, coordination and management of electronic trademark filings in U.S. Patent and Trademark Office for federal trademark applications, Office Action Responses, maintenance filings and related documentation, and within various state agencies via paper for state trademark applications/filings;
5. Maintain trademark docket for all firm trademark clients and work independently, and with Trademark Attorneys, as necessary, to take actions with respect to coordination, preparation and e-filing and/or paper filing of trademark maintenance documents in U.S. Patent and Trademark Office and state agencies to ensure filing deadlines are timely met;
6. Draft and file electronic copyright applications in U.S. Copyright Office;
7. Coordinate with annuity provider on payment of U.S. patent maintenance fees and foreign annuities

8. Docket and maintain docketing system for payment of patent annuities in foreign countries;
9. Monitor and manage firm's electronic trademark mailbox;
10. Prepare patent and/or trademark status summary reports;
11. Work directly with patent attorneys serving as special counsel for various client patent cases, and coordinate billing of their time and payment for their services; communicate with clients as necessary;
12. File patent applications, patent maintenance fees, and other patent-related documentation as needed, in U.S. Patent and Trademark Office;
13. Communicate regularly with foreign counsel with respect to foreign trademark and patent filings on behalf of clients and handle payment of foreign counsel invoices with respect to same;
14. Maintains detailed and accurate daily billable hour records. Goal requirements are to bill 1550 hours per year to client matters and collect two-and-one-half times annual compensation in client fees.

QUALIFICATIONS:

1. College degree in a related field or Paralegal Certificate required.
2. Must possess 3 or more years' experience.
3. Intellectual Property experience required.
4. Must be able to manage multiple projects simultaneously and meet deadlines.
5. Knowledge of legal terminology and legal principles generally acquired through college-level study.
6. Ability to perform legal research using reference materials generally available within a law library and/or electronic resource tools.
7. Capable of dealing effectively with clients, attorneys and co-workers.
8. Ability to manage multiple tasks and organize and prioritize workload.
9. Grammar and writing skills generally acquired through college-level study.
10. Ability to establish and maintain effective working relationships with others.
11. Exceptional oral and written communication skills.
12. Willingness to work overtime as necessary.

13. Proficiency in Microsoft Office 2016 (Word and Excel), LegalBar, and typing at a level of 65 WPM.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.