

## **PART-TIME CONTRACT TRADEMARK ATTORNEY POSITION**

We are seeking a long-term part-time contract trademark attorney to join our firm.

**Evergreen Park 95<sup>th</sup> and Avers - Based position. This is NOT a remote position**

Logistics:

- 2-5 years trademark law experience required
- Mid-June 2021 start date
- Pay is per mark assigned
- Anticipate 10-20 hours per week initially, we have new projects launching and expect expansive growth over the next few months. Expect a lot more hours over time (no set hours)
- Schedule is flexible between the hours of 9 am and 5 pm but requires regular availability for team and client communications (i.e. generally at your desk between 8-1 or 10-3, or whatever hours work for you)
- Deadlines are assigned, but flexible when the work is performed.
- Must have at least 3 years prior trademark law experience
- Must be able to work independently and complete assignments within 48 business hours.

### **Responsibilities include:**

- SKILLED at USPTO trademark searches (using Boolean operators), analysis, specimen selection, and maximizing class IDs.
- Skilled at trademark and design searches using TESS and third-party vendors such as Markify
- Preparing trademark search opinions
- Filing TEAS PLUS trademark applications
- Responding to Office Actions (priority will be given to attorneys with strong office action experience)
- Preparing and filing Statements of Use
- Filing maintenance and renewal paperwork
- Monitoring docket for deadlines
- Drafting status reporting emails to clients
- Drafting cease and desist letters
- Reviewing trademark watch notices

- Complete client opinion letter strategy calls to discuss trademark search results
- You may provide counsel to our clients, help them understand their legal options, and represent them in negotiations and court proceedings (very occasionally - we try to stay out of court!)

This position is for experienced practitioners. There will be little training on performing trademark work as you are expected to have those skills at time of hire. However, there will be sufficient training on our firm's workflow.

We LOVE to have fun while protecting the next Billion Dollar Brand! Look forward to welcoming you to the team.

Ready to join our team? APPLY HERE:

<https://docs.google.com/forms/d/1p4yNTlngOFKDbW3v3HkmQCuxRcYsTNSxcH-TApQEzs/edit>