

## INTELLECTUAL PROPERTY PARALEGAL

### Who we are:

Adams Grumbles LLP is a boutique law firm located near Mears Park in downtown Saint Paul which specializes in representing entrepreneurs and early-stage companies for their corporate, financial, and strategic intellectual property needs. We are looking to hire an intellectual property paralegal to join our growing practice.

### Responsibilities include:

- Researching national and international Intellectual Property rights including searching USPTO records, industry databases and general legal research
- International memoranda/e-mail follow-up regarding files with deadlines
- Maintaining docketing and systems
- Monitoring filing deadlines
- Correspondence with clients (reporting letter, required actions and supporting documentation)
- Experience with preparation of patent and trademark applications, with particular expertise in Internet and domain name matters
- maintaining domestic and international client trademark matters
- Assist with preparation, drafting legal documents
- Prepare client correspondence

### Qualifications:

- Paralegal certificate and/or Bachelor's degree or combination of equivalent education and work experience
- 2-3 years intellectual property experience, specifically in trademark and patent prosecution
- Experience with intellectual property docketing systems (experience with Foundations a plus)
- Experience with USPTO databases (experience with foreign IP databases a plus)
- Strong written and oral communications skills
- Strong organization skills with attention to details and deadlines
- Ability to handle numerous matters simultaneously

### What we offer:

- Competitive salary
- Health insurance monthly stipend
- Parking reimbursement
- Health club monthly stipend
- Generous PTO day allotment
- A casual and fun, collaborative environment

### To Apply:

- Please submit resume and cover letter via pdf to [admin@adamsgrumbles.com](mailto:admin@adamsgrumbles.com)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Equal Opportunity Employer M/F/Disability/Vet.