



## **JOB DESCRIPTION**

**Title:** Trademark Paralegal

**Status:** Full-time; Hybrid (On-site / Remote) Position  
FLSA – Non-Exempt

### **Description**

**Leason Ellis LLP** is a globally recognized intellectual property law firm dedicated to protecting and maximizing our clients' innovations, brands, and creative works. Our Trademark & Copyright Practice Group works with a wide range of clients—from global corporations to start-ups and creative professionals—across all aspects of brand protection, enforcement, and portfolio management.

We are seeking a Trademark Paralegal with strong organizational skills, attention to detail, and a proactive mindset to support our dynamic practice.

### **Key Responsibilities**

- Prepare and file U.S. trademark applications, statements of use, renewals, assignments, and other prosecution documents with the USPTO.
- Coordinate and manage foreign trademark filings and maintenance with international counsel.
- Communicate with clients, foreign counsel, and government offices regarding trademark matters.
- Organize electronic matter files and maintain accurate records in firm databases.
- Assist with reporting maintenance deadlines, filing details, office actions, and matter updates to clients.

The successful candidate must have the demonstrated ability to:

- Work independently with initiative, accountability, and sound judgment
- Collaborate positively and professionally within a team-oriented environment
- Deliver work product with precision, accuracy, and keen attention to detail
- Manage multiple priorities effectively in a fast-paced, client-service setting
- Apply exceptional organizational skills to all assignments and responsibilities
- Communicate clearly and effectively in both written and verbal forms
- Engage with clients in a professional, attentive, and timely manner



### **Duties and Responsibilities**

Responsibilities include working directly with our trademark practice group (comprised of 8 attorneys and 4 paralegals) on client trademark-related work and projects including reporting registration and publication.

### **Qualifications and Requirements**

Paralegal certification and/or college graduate with 3+ years of experience in a law firm or in-house is preferred but we are prepared to be wowed by a highly motivated candidate with less experience. Proficiency with MS Office Suite is required.

### **Apply**

If you are a qualified candidate, please submit resume and cover letter detailing relevant experience and salary expectations to [careers@leasonellis.com](mailto:careers@leasonellis.com).

Leason Ellis is an EOE/M/F/D/V/SO and we are committed to providing equal opportunity in all of our employment practices. At Leason Ellis, diversity is our strength. We respect, value and encourage diversity within our ranks which extends from our openness to different thoughts, individual attributes, backgrounds and experiences, to the variety in the race, gender, sexual orientation, religion, and other individual characteristics of our team members.

We offer a competitive compensation and benefits package, and a dynamic, diverse and "remote flexible" work environment.

Pay range: \$55,000 to \$95,000 per year.

*Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

### **About**

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We're big enough to handle any intellectual property issue that our clients may face. Yet we're small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.



We are now one of the largest IP firms in the state outside of Manhattan and rated among the top New York law firms for our patent, trademark, and copyright services. Our broad array of clients range from Fortune 100 companies, to midsize and small companies, to start-ups, inventors and entrepreneurs. We protect the IP rights of domestic clients in the U.S. and abroad and, in turn, we directly represent many global companies in protecting their rights in the U.S. We also work on behalf of foreign law firms to develop and enforce their clients' patent, trademark and copyright rights here.

Our unique approach to building a business has allowed us to be more sensitive to our clients' needs as well as responsive to their communications. Our strategic size encourages collegiality among attorneys and staff and works to the benefit of our clients, who gain the most from the teamwork we foster.