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Intellectual Property Paralegal Trainee.

Seattle office of Cascadia Intellectual Property (www.cascadiaip.com) has an opening for a part-time intellectual property paralegal trainee. The position is part-time only and requires an in-office presence.

Description:

Assisting with patent and trademark filings in domestic and foreign venues; Assisting with preparing timelines; Assisting with creating, maintaining and organizing client case and firm files; Assisting with preparing correspondence, forms and legal documents; Assisting with processing mail; Receiving and screening telephone calls and visitors; Scheduling meetings and travel; Filing and setting up new files; Assisting with maintaining an automated docket, entering case data, and flagging alerts; Ordering, stocking and maintaining office supplies.

Requirements:

Associates degree or equivalent, or higher degree; Last year of Paralegal Certification Program; Strong computer skills; Strong knowledge of Microsoft Word, Excel, Outlook and PowerPoint; Ability to learn automated docketing, bookkeeping, form generation, Desire knowledge of intellectual property law procedures and terms, particularly patents and trademarks.

Contact:

Send your resume, cover letter (including professional references), and two writing samples in confidence to info@cascadiaip.com