

**Boutique San Rafael IP Firm Seeks Experienced Trademark Administrator/ Litigation**

**Paralegal:** Dynamic, growing firm with leading IP lawyers seeks experienced part-time trademark administrator/litigation paralegal. The position may have the potential for transition to full-time over time. Experience in searching, filing, docketing, and trademark portfolio management are mandatory. Federal court litigation experience is also required, as well as strong computer skills in MS Word, Excel, Outlook, and PowerPoint. Experience with various docketing and timekeeper applications a plus. This position requires the ability to take on responsibility quickly and fulfill tasks working independently, while also working well with others. Salary commensurate with experience. Immediate start date. Please send resumes to: [Vijay@hiaringsmith.com](mailto:Vijay@hiaringsmith.com).