

## **Trademark & Copyright Docket Clerk**

Morgan Lewis & Bockius LLP, an international law firm with over 1,300 attorneys in 21 offices, is currently seeking an IP Docket Clerk for our San Francisco office. This position will be responsible for providing docketing for the Trademark & Copyright practice group's prosecution and administrative litigation matters, including review and analysis of correspondence from the U.S. and international trademark offices, local counsel, attorneys and paralegals, and clients. Additional responsibilities include docketing, on a daily basis, all relevant and pertinent deadlines into the docketing database in a high volume environment; performing docket clearance by assessing correspondence and proof of filings and determine next follow-up action for entering into database; preparing docket and status reports for attorneys and clients; and additional assignments/projects as assigned.

The successful candidate will have at least three years of docketing experience in trademark & copyright (equivalent education/experience will also be considered). Extensive docketing software experience required with CPI experience specifically desired. Qualified candidates must have strong communication (written/verbal) and proofreading skills, an organized approach to work assignments, excellent interpersonal skills, an ability to work independently with minimal supervision and a team-oriented attitude. Flexibility to work overtime preferred.

### **TO APPLY**

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