

Trademark Services Coordinator

Department: Litigation Services

Organizational Relationship: Reports to the Litigation Services Supervising Attorney

FLSA Status: Non-Exempt

Last Updated: July 6, 2020

General Summary:

The Trademark Services Coordinator is responsible for administering the daily operations of the IP Records and IP Docketing Departments, such as maintaining complete accuracy of the IP docketing database (PATTSY) and IP Records functions. He or she keeps abreast of all department operations and may oversee the department in the absence of a Supervisor or Manager. The Coordinator also assists with mentoring and training new staff or outside patrons.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation. It is expected that the Coordinator will specialize in one or two of these areas, and not all of them.

1. Coordinates one or more major functions of the department with minimal supervision; develops plans, coordinates docketing work flow, accounting functions such as preparing foreign associate invoices for payment, organizes files and work flow, supports entry-level staff, and assumes responsibility for the completion of major projects.
2. Coordinates and performs all IP docketing functions, which includes, but is not limited to, docketing details and deadline dates for all Intellectual Property matters including Trademarks, Copyrights, Domain Names, foreign Oppositions/Cancellations and any diligence, including foreign and U.S. recordations. Generate reports involving cumulative status reports, due dates, cost estimates, and trademark lists.
3. Coordinates and maintains the USPTO and Copyright Deposit Accounts.
4. Acts as a resource regarding various docketing and records questions for staff, attorneys, and other users.
5. Assists the staff, attorneys, and managers of the Docket Services and Records Department on various clerical tasks to ensure efficient and accurate results for individuals requesting service.
6. Develops, maintains, and coordinates appropriate inventory systems to track persons responsible for clients and their files, room usage, file status, and other factors related to effective space management and Records oversight.

LATHAM & WATKINS

7. Communicates frequently, verbally and in writing, with paralegals, attorneys and other docketers regarding trademark deadlines or due dates.
8. Coordinates with Information Governance all IP file transfers to new counsel and clients.
9. Coordinates with Corporate Technology all updates and version upgrades regarding PATTSY.
10. Analyzes documents to distinguish which are proprietary to the firm and which are subject to being returned to a client or new counsel.
11. Creates electronic folders and maintains electronic files.
12. Provides training and mentoring to new staff and outside patrons on various Docketing and Records procedures and functions. Assists with new staff orientation and directing staff to ensure daily tasks are met.
13. May coordinate daily activities of the team, and oversees day-to-day activities when the Manager or Supervisor is absent.
14. Assists with special projects on various issues when needed.
15. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- Bachelor's degree required.
- Five (5) years relevant experience may be considered in lieu of Bachelor's degree.

Work Experience

- Four (4) years relevant law firm experience desired.

Knowledge, Skills, and Abilities

- Strong organizational skills with an attention to detail.
- Strong communication skills, both written and verbal.
- Well developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Knowledge of U.S. and foreign trademark prosecution.
- Strong knowledge of trademark docketing systems for U.S. and foreign jurisdictions (preferably CPI).
- Ability to work both as a team player and independently with minimal supervision.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Ability to manage time well, prioritize effectively, and handle multiple deadlines.
- Knowledge and proficiency in PC applications, including MS Office.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.