

Ridout & Maybee LLP with offices in Toronto, Ottawa and Mississauga, consistently ranks as one of Canada's top IP law firms in both Canadian and international surveys of in-house counsel, is recruiting for a **Trade Mark Docketing Clerk** for their Toronto office.

Under the general supervision of the Office Manager and under the daily guidance of the Records Supervisor, is responsible to provide administrative docketing services as a team member of the Records department.

### **General Responsibilities**

- Open new files using established file opening procedures;
- Distribute opened files as appropriate;
- Process incoming mail, facsimile and email correspondence in order of priority;
- Process "routine" mail as required;
- Ensure bi-weekly due case list and red tag cases are processed accurately;
- Management of incoming firm email folder;
- Docketing outgoing due dates from CIPO Parcel List;
- Other duties as required.

### **PATTSY**

- Open and docket new file information;
- Docket any due dates or other dates from incoming mail, faxes and email;
- Responsible to ensure the data in PATTSY is correct and up-to-date.

### **Legal Vision**

- Open new matters;
- Perform conflict searches as required;
- Responsible to ensure the data in Legal Vision is correct and up-to-date.

### **Firm**

- Adherence to firm policies and procedures;
- Attendance at training sessions identified as being required by your job;
- Other duties as required.

### **Education/Experience**

- Two to five consecutive years progressive experience as a trade mark docket clerk in an Intellectual Property environment;
- Adaptable, dependable and open to change;
- Detail oriented, accurate and ability to work under pressure with minimum supervision;
- Ability to effectively organize and prioritize work;
- Contribute ideas and improvements to work flow/procedures;
- Work well with others in a team based environment;

- Reliable, punctual and present for work;
- Working knowledge of computer programs such as Word, PATTSY, legal Vision, Windows 2007 and Outlook.

Candidates should send their resume and cover letter in confidence to [tortorecruiting@ridoutmaybe.com](mailto:tortorecruiting@ridoutmaybe.com). No agencies or telephone calls please. Only those candidates selected for an interview will be contacted. Thank you.