
DORTON & WILLIS LLP

Intellectual Property Law

February 16, 2023

Re: Open Position – Administrative Assistant with Dorton & Willis, LLP

About Dorton & Willis, LLP

We are an intellectual property law firm located in Blue Ash, Ohio – just outside of downtown Cincinnati. We work closely with our clients to protect their ideas and innovations through patents, trademarks, copyrights, and trade secrets. Our clients include domestic and international companies.

Job Description

We are looking for a person to fill an open position as an Administrative Assistant.

This is a full-time position requiring approximately 40 hours per week. Our regular office hours are 8:00 AM to 5:00 PM, Monday through Friday.

In your position as Legal Assistant, you will be required to perform clerical and administrative duties consistent with legal assistant responsibilities of an intellectual property law firm. The duties generally include, but are not limited to, preparing and filing patent and trademark applications and responses, preparing patent and trademark related documents, entry of docketing and time data, preparing correspondence to clients, and general typing and transcription.

Compensation

The annual salary for this position is in the range of \$38,000 and above, depending on experience level and suitability for the position.

Benefits

As a regular employee of the firm, you will be eligible to participate in a number of Firm-sponsored benefits.

The firm offers a comprehensive employee benefits program, including:

Holidays / PTO

In addition to 10 holidays observed by the Firm, you will be eligible for 10 days of paid time off per year. Paid time off includes vacation, sick days, and other personal days.

Health Insurance

The Firm provides its employees with full medical, dental, and vision health benefits. Premiums are paid for the employee by the Firm, and any out-of-pocket expenses (required co-pays, etc.) will be reimbursed to you.

For more information

Please contact: David Dorton

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