



Intellectual Property Paralegal Job Description

Job Summary:

Amazing opportunity to work in a forward-thinking, innovative, and inclusive environment; this person will be a critical member of the firm. The successful candidate will be positive, detail-oriented, and able to work proactively and independently. This position includes outstanding opportunities for professional development. The ideal candidate will embrace opportunities to contribute to other firm practice areas including corporate formation and governance, mergers and acquisitions, and dispute resolution. This is a challenging role for a paralegal with experience in IP prosecution and docketing and represents a unique opportunity to create and implement best IP practices in our firm. We offer flexibility, competitive compensation, and an awesome team fully committed to the firm Vision and Mission.

Responsibilities and Duties:

- Management, coordination with attorneys and foreign counsel, and docketing all phases of domestic and foreign trademark and patent prosecution.
- Day-to-day responsibility for all IP correspondence intake and file management.
- Patent annuity payment management, with direct instruction responsibility to service provider.
- Direct communications with foreign trademark and patent counsel, including coordination of payments to foreign counsel.
- Preparation and upload USPTO filings.
- Preparation and submission of formal documents to domestic and foreign patent and trademark agencies (power of attorney, oath and declaration, IDS, certifications, assignments etc.).
- Directly communicate with the USPTO and foreign administrative agencies regarding patent and trademark applications.
- Manage USPTO deposit account and customer numbers.
- Assist with client communications regarding patent and trademark filings.
- Identify and contribute to success of other practice areas by participating fully in cross-practice firm collaboration.

Qualifications and Skills:

1. Written and Oral Communication Proficiency.
2. Time Management.
3. In-depth computer proficiency skills in MS Office suite.
4. Desire to master software and new applications.

5. Strong organizational skills and ability to manage and drive projects and tasks with extreme attention to detail.
6. High level of integrity and honesty.
7. Ability to handle confidential matters with discretion.
8. Ability to think creatively and work in a team environment.
9. Ability to accommodate flexible schedules.
10. Enjoyment of new technology and ability to have some fun!

Required Education and Experience:

- Bachelor's degree and paralegal certificate.
- At least 3 years of IP paralegal experience at law firm and/or in house legal department.
- First-hand experience with and knowledge of an IP docketing system.
- Current knowledge of requirements for domestic and foreign IP filings.
- First-hand, frequent experience with USPTO electronic filings.
- Experience prioritizing workflow.
- Ability to perform effectively with little or no supervision and within established time limits and formal deadlines.

Other Duties: Please note this job description is not designed to include a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

Flexible hours Monday-Friday, some in-office time is required.

We endeavor to make reasonable accommodations to enable individuals of varying abilities to perform the essential functions.

West Hill Technology Counsel is an equal opportunity employer.

For HR Purposes only:

Supervisory Responsibility: N/A.

Classification: Exempt