

## **Patent Prosecution and Trademark Paralegal**

- Handles correspondence from the clients
- Develops and maintains knowledge of patent prosecution procedures and the U.S. and foreign Patent Office rules
- Conducts searches and researches prior art
- Prepares formal documents, Information Disclosure Statements
- Prepares patent and trademark applications for filing
- Develops client relationships
- Communicates with examiners
- Corresponds with clients regarding the status of applications
- Reviews communications from patent offices and prepares drafts of responses
- Calculates estimates of filing costs
- Handles and monitors the patent and trademark docket, keep it up to date in the internal document management system (ProLaw)
- Works closely with attorneys, other paralegals and docketing staff
- Understands Intellectual Property laws and regulations
- Meets billing goals

### Qualifications:

Paralegal Certificate preferred

The position requires 2 – 5 years of trademark and patent prosecution paralegal experience, and ability to perform the above duties satisfactorily. A successful candidate must be detail oriented, have strong computer skills, and must be able to work in a fast-paced team environment.

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