

JOB DESCRIPTION

Job Title: Patent Docketing Paralegal
Department: Intellectual Property
Reports to: Patent Department Manager
Status: Exempt
Date: September 2006
Job Code: BOS PDP

JOB SUMMARY:

Responsible for the daily docketing of incoming patent-related mail received from the USPTO, patent offices worldwide, foreign agents, and clients and routing said mail to the appropriate attorney and/or paralegal for action. Responsible for monitoring and de-docketing all out-going patent-related mail that is directed to the USPTO, the PCT, and foreign patent offices.

Responsible for maintaining the integrity of the Intellectual Property database, and will monitor all due dates to ensure all deadlines are timely met. Assist attorneys, paralegals and secretaries in the preparation of reports from the IP database. The Docket Paralegal must be committed to keeping abreast of changes in PTO rules and procedures, and able to share his/her knowledge with others.

ESSENTIAL FUNCTIONS:

1. Docket incoming patent related mail received from the USPTO, patent offices worldwide, foreign agents, clients and routing said mail to the appropriate attorney and/or paralegal for action
2. Maintain the integrity of the Intellectual Property database
3. Monitor all due dates to ensure all deadlines are timely met
4. Monitor and de-docket all out-going patent related mail that is directed to the USPTO, the PCT and foreign patent offices
5. Other duties may include: copying, scanning, working closely with the patent records department

EDUCATION, EXPERIENCE AND SKILLS:

- Bachelor's degree required or equivalent professional work experience
- Must have experience with foreign and domestic patent prosecution and maintenance
- Strong attention to detail

- Must have a minimum of 2 years experience working in an Intellectual Property legal environment, and some prior patent docketing is required
- Strong verbal and written communication skills
- Strong computer skills including Microsoft Office, Outlook and various document control and database systems

ESSENTIAL CAPABILITIES:

- Must be committed to keeping abreast of changes in PTO rules and procedures
- Ability to share his/her knowledge with others
- Expresses self clearly and effectively when talking with individuals and groups
- Strong analytical and problem-solving skills
- Advanced knowledge of practice area rules and procedures and the ability to anticipate actions
- Collaborate in an effective and mature manor with attorneys, clients, co-workers and administrators
- Ability to be a proactive, self-starter, who understands the details within a much larger context
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities; ability to work under tight deadlines and handle multiple, detailed tasks
- Ability to plan, organize and carry out multiple related activities
- Ability to work in a multi-office environment
- Ability to work effectively in a culturally and educationally diverse environment
- Must pay attention to details and have the ability to follow up and follow through
- Must possess the ability to work independently as well as a team player in a fast paced environment

WORKING CONDITIONS:

Normal office environment and schedule

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements