



Title Intellectual Property Patent Paralegal (mid-level with 3+ years of experience)

Status Full-Time; FLSA – Non-Exempt

Description

Leason Ellis LLP is seeking an experienced intellectual property patent paralegal (3+ years of experience) to join our dynamic patent team! Must have a college degree and significant experience with U.S. patent prosecution work. Required experience includes U.S. patent prosecution — U.S. portfolios, applications, Information Disclosure Statements, dockets and preparing USPTO and client correspondence.

The successful candidate must have the demonstrated ability to:

- Assist in all phases of domestic patent prosecution
- Support multiple patent attorneys, as well as internal and external clients
- Prioritize and manage a full workload with a keen attention to detail and accuracy
- Work both independently and in collaboration with other paralegals and attorneys
- Articulate clearly and effectively in verbal and written communications with a strong focus on accuracy and proper grammar usage
- Comprehend and follow through with instructions, as well as ask well thought out questions when clarity is needed

Duties and Responsibilities

- Prepare and file USPTO forms for all phases of prosecution.
- Prepare and File Information Disclosure Statement, including managing the review of patent families; prepare formal documents, IDS citation forms, and submission of foreign and non-patent literature references; and file the documents with the USPTO.
- Report USPTO communications to the client.
- Prepare draft papers for responding to PTO communications.
- Prepare and file assignment documents with the USPTO.
- Client correspondence regarding all phases of prosecution including following up on deadlines, obtaining signed documents, and preparing reports.
- Prepare and file PCT applications and handle all phases of PCT prosecution including payment of fees, responding to defects and filing article 19/34 Amendments.
- Complete and attend to execution of Powers of Attorney.

Qualifications and Requirements

- Bachelor's degree and/or paralegal certificate.
- Experience with patent prosecution and USPTO forms, database, and website.
- Strong writing skills, excellent organizational skills, and the ability to effectively prioritize workload.
- Proficiency in MS Office Suite including Excel.



- Exposure to docketing software is a plus.

Apply

Please submit resume and cover letter (detailing relevant experience and salary expectations to careers@leasonellis.com). Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and “remote flexible” work environment. Our office is located in White Plains, which is a convenient destination from numerous commuting hubs and just three blocks from the nearby transit station.

Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.

About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We’re big enough to handle any intellectual property issue that our clients may face. Yet we’re small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.