



## Job Description

**Title**            **Patent Annuity and IDS Paralegal**

**Status**           **Full-time; FLSA – Non-Exempt; Hybrid on-site / remote.**

### **Description**

Leason Ellis is seeking a detail-oriented and proactive individual to join our team as a Patent Annuity and IDS Paralegal to support its Patent Practice Group. In this role, you will be responsible for managing patent annuity payments and ensuring compliance with annuity deadlines, as well as assisting with the preparation and filing of Information Disclosure Statements (IDS) with patent offices worldwide. The ideal candidate will have a strong understanding of patent prosecution procedures, excellent organizational skills, and the ability to work efficiently in a fast-paced environment.

Leason Ellis is an established IP boutique law firm headquartered in White Plains, New York. We launched in 2008, and now house over 30 patent, trademark, and copyright attorneys under our roof. We are one of only four firms listed in the IAM Patent 1000 New York section recommended on each of the prosecution, litigation and transactions tables.

### **Duties and Responsibilities – the successful candidate must have the demonstrated ability to**

- Manage patent annuity payments for domestic and international patent portfolios, including monitoring deadlines, requesting instruction from clients, coordinate the issuance of retainer invoices, and coordinate payments with third-party annuity vendor or direct payment with the USPTO.
- Manage accurate records of annuity payments and deadlines using electronic database systems.
- Regularly perform a comprehensive annuity review for incoming patent matters received through the file intake process.
- Regularly provide a high level of quality assurance through annuity system checks.



- Conduct thorough reviews of patent files to identify relevant prior art and references for inclusion in Information Disclosure Statements (IDS).
- Prepare IDS forms and accompanying checklists and procedural forms for attorney review.
- Collaborate with patent attorneys and agents to ensure timely and accurate filing of IDS documents in accordance with patent office requirements.
- Communicate with directly with clients regarding IDS filings.
- Stay informed about changes in patent laws and regulations related to annuities and IDS filings.

### Qualifications and Requirements

- Bachelor's degree preferred
- 4+ years of relevant (patent paralegal / annuity / IDS) experience
- Excellent analytical and interpersonal skills
- Excellent organizational skills with keen sense and system of following-up and following-through on pending items and issues
- Demonstrated ability to manage multiple tasks simultaneously and problem solve
- Excellent professional level written and verbal communication skills
- Proficiency in MS Word, MS Excel, MS PowerPoint and Outlook;
- Demonstrated ability to work in a fast-paced environment with changing priorities and deadlines
- Demonstrated team player with a positive client-service minded approach;
- Must be flexible and available to work overtime, as needed

### Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to [careers@leasonellis.com](mailto: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. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$65,000 - \$80,000 per year based on relevant experience.



## 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.