



Job Description

Title Intellectual Property Patent Prosecution Paralegal

Status Full-Time; FLSA – Non-Exempt; Hybrid on-site / remote

Description

Leason Ellis LLP is seeking a detail-oriented, proactive and experienced intellectual property patent prosecution paralegal to join our dynamic team of patent professionals! Must have a college degree and 3+ years of 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.

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:

- 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 practice procedures and instructions, as well as ask well thought out questions when clarity is needed
- 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 USPTO 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 preferred
- Experience with patent prosecution and USPTO forms, database, and website required
- 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 your desired compensation and relevant experience) 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. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$75,000 - \$90,000 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.