



JOB DESCRIPTION

Title Junior / Entry Level Patent Prosecution Paralegal

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

Description

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

- Support multiple patent paralegals and attorneys
- 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
- Be willing to learn to assist in all phases of domestic patent prosecution

The successful candidate would be trained to:

- Prepare Information Disclosure Statements, cross-reference patent families, discern proper citation formats, and find and finalize copies of foreign and non-patent literature references
- Report incoming USPTO communications to the client



- Prepare draft papers for responding to USPTO communications
- Prepare and file Assignment documents with the USPTO
- Review and send correspondence to the client regarding all phases of prosecution including following up on deadlines, obtaining signed documents, and preparing reports
- Prepare and review Powers of Attorney

Qualifications and Requirements

- Bachelor's degree *and* paralegal certificate (or currently enrolled in a paralegal certificate program)
- 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 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: \$45,000 - \$55,000 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.