



JOB DESCRIPTION

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

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

Description

Leason Ellis LLP is seeking an experienced Intellectual Property Foreign Patent Paralegal to join our dynamic patent team! Applicants must have a college degree and significant experience with patent work. Required experience includes patent prosecution — foreign patent portfolios, dockets and preparing 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 35 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:

- Coordinate and manage foreign patent filings and prosecution in multiple jurisdictions.
- Monitor international patent deadlines and ensure timely responses.
- Review foreign docket; follow up with client/attorney and instruct docketing to close out completed actions.
- Report and correspond with clients regarding critical foreign deadlines and all phases of foreign prosecution including following up on deadlines and reporting updates.
- Correspond with foreign agents regarding all aspects of national phase filings.
- Manage all formalities associated with foreign filings including requesting executed documents from clients/inventors; ordering certified documents from the USPTO; requesting legalization of documents; and forwarding documents to the foreign agents.
- Manage a global transfer of IP assets.
- Assist with portfolio management, reporting, and administrative support as needed.
- Support multiple patent paralegals and attorneys
- 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 and assist in all phases or domestic patent prosecution



Qualifications and Requirements

- Bachelor's degree and/or paralegal certificate.
- Experience with patent prosecution and foreign patent databases, and websites.
- Ability to effectively prioritize and manage a full workload with a keen attention to detail and accuracy
- Apply excellent organizational skills to all assignments and responsibilities.
- 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
- Proficiency in MS Office Suite including Excel.
- Exposure to docketing software (PATTSY preferred).

Apply

If you are a qualified candidate, please submit your 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 and we are committed to providing equal opportunity in all of our employment practices. At Leason Ellis, diversity is our strength. We respect, value and encourage diversity within our ranks which extends from our openness to different thoughts, individual attributes, backgrounds and experiences, to the variety in the race, gender, sexual orientation, religion, and other individual characteristics of our team members.

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: \$60,000 - \$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.