**Intellectual Property Specialist Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Intellectual Property Specialist to generate, monitor, and verify annuity-related dates in a patent/trademark database.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Perform patent searches and investigate competitor technology
* Conduct patent clearance investigations
* Develop knowledge of business unit patent and trademark portfolios
* Develop knowledge of competitor IP
* Help maintain patent marking websites
* In coordination with company personnel and outside counsel, develop a strategy to grow the patent portfolio
* Review competitor patents and classify them
* Review work performed by outside counsel
* Draft patent applications and office action responses
* Interact with inventors and coordinate invention disclosures
* Review and draft license agreements, non-disclosure agreements, and other contracts
* Provide support for IP litigation
* Conduct trademark searches and provide input on trademark filings

### About you

* Degree in [insert specific degree industry here] management or other hard science
* Patent Agent with experience drafting patent application and Office Action responses preferred
* Possess excellent written and verbal communication skills
* Experience in patent searching, drafting, and prosecution
* Ability to manage patent activities of outside counsel
* [insert number of years] years of industry-related experience
* Hands-on ability

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]