**Patent Legal Assistant 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 a Patent Legal Assistant to help prepare legal documents and patent applications, proofread them before filing, perform background research to provide lawyers and their clients with a list of options for possible avenues to pursue, whether it is to preserve a patent, file a new one, or assess whether a competitor has violated the clients’ patent rights.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Maintain current knowledge of [insert name of country] and foreign rules relating to intellectual property as well as Firm procedures.
* Performs administrative and research-related duties for attorneys  
  Help prepare legal documents and patent applications, proofread them before filing, perform background research to provide lawyers and their clients with a list of options for possible avenues to pursue, whether it is to preserve a patent, file a new one, or assess whether a competitor has violated the clients’ patent rights.
* Process the filing of new [insert name of country] patent applications.
* Maintain knowledge of filing requirements, patent prosecution procedures, renewal data, expiration data, etc.
* Prepare and review appropriate correspondence from foreign associates and to clients regarding new applications, formal requirements, filing details, etc.
* Provide follow-up service regarding due dates to clients by telephone, e-mail, or letter.
* Responsible for certification/legalization of formal legal documents.
* Prepare and forward to clients, letters, patent documents, acceptance notices, filing reports, publication information, etc.
* Process formal documents to foreign associates.
* Prioritize workload to meet foreign filing deadlines and due dates.
* Prepare correspondence and perform clerical duties necessary to complete the foreign filing process and maintenance of foreign files through a grant.
* Maintain foreign filing docket and remind attorneys as necessary for work assignments.
* Maintain a high-quality work product and ability to schedule work to meet department deadlines and perform job responsibilities under pressure efficiently, productively, and in a professional manner.
* Analyzing incoming mail, faxes, and other information for pertinent data and relays that information to clients and timekeepers as needed.
* Ordering formal drawings from draftsman and certified copies from the [insert name of country] Patent and Trademark Office.
* Prepare Client Matter Request forms for new cases including docketing of all incoming cases.

### About you

* Knowledge of [insert name of country] patent prosecution procedures and/or law firm experience required.
* Minimum of [insert number] years of patent-related experience is required.
* College degree or an equivalent amount of legal experience required.
* Experience with [insert name of country] patent application filing process.
* Strong clerical skills, including organization, time management, and attention to detail.

### 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]