**Intellectual Property Paralegal 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 Paralegal to help attorneys, judges, prosecutors, or public defenders by assisting them with research, preparation, and analysis of documents, and interviewing clients and witnesses.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Reviewing and managing [insert country] Patent and Trademark Office and foreign counsel correspondence.
* Tracking due dates via docketing systems and matter management and coordinating with attorneys and staff to meet all identified due dates.
* Overseeing the execution and legalization of documents for submission in intellectual property matters.
* Handling routine documentation for all aspects of [insert country] and Foreign prosecution of intellectual property matters. Filing documentation with intellectual property offices.
* Proactively preparing client reporting and prosecution documents. Communicating with [insert country] Patent and Trademark Office, attorneys, foreign associates, staff, and clients regarding all aspects of patent prosecution.
* Reviewing outside counsel and other vendor invoices for accuracy and processing payment of the same.
* Assisting with due diligence and other intellectual property issues related to agreements or other transactional matters.
* Researching regulations and case law.
* Assisting with compliance with applicable laws, corporate governance policies, and supervisory procedures.
* Maintaining and creating corporate records, minutes, and filings for the company’s domestic subsidiaries
* Providing support for specific business development projects.
* Assisting attorneys by preparing litigation documents including pleadings, briefs, motions, subpoenas, and discovery-related materials.
* Assisting attorneys with discovery requests, depositions, and subpoenas.
* Drafting, proofreading, and updating presentations, reports, and templates.
* Preparing, reviewing, and negotiating simple form contracts and correspondence.

### About you

* At least [insert number] years working with intellectual property and patent prosecution.
* A Paralegal Certification is desirable.
* Trademark prosecution experience is desirable, but not required.
* Strong attention to detail and experience managing an extensive patent prosecution docket.
* An exceptional client service focus.
* An ability to work independently and to prioritize and multi-task to complete projects effectively and efficiently.
* Outstanding communication (oral & written) and organization skills.
* Having the experience and flexibility to work on a broad variety of legal matters.

### 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]