**Patent Paralegal 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 Paralegal to support the Legal team with respect to all aspects of its intellectual property practice, including the coordination of patent and trademark filings and maintenance, management of intellectual property records and budgets, correspondence, policies, and other intellectual property-related transactions.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Ongoing responsibility for the disclosure intake process.
* Open new patent matters in the database and update data as required.
* Generate reports and provide metrics on patent portfolios for in-house attorneys and business units.
* Run various weekly docket reports for eBay attorneys and follow-up with attorneys as necessary.
* Support corporate-wide patent incentive programs.
* Point of contact for inventors regarding disclosures and initial patent prosecution inquiries, and for outside counsel on routing prosecution matters.
* Provide paralegal support for the group as needed.

### About you

* [insert number] years of experience as an intellectual property paralegal or docketing professional in a law firm or corporate setting.
* Bachelor's degree, and/or Paralegal certificate, is preferred
* Experience with docketing system use and management
* Working knowledge of PCT and non-US patent filing practices

### 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]