

PANITCH Intellectual Property Law SCHWARZE

Two Commerce Square, 2001 Market Street, Suite 2800, Philadelphia, PA 19103 // Toll free 888-291-5676

Intellectual Property Assistant

LOCATION

Wilmington, DE or Philadelphia, PA

GENERAL SUMMARY

Assist attorneys with patent prosecution and IP transactional matters.

EDUCATION AND EXPERIENCE REQUIREMENTS

- College degree or an equivalent amount of legal experience.
- 3+ years of IP legal experience preferred.

SKILL REQUIREMENTS

- Experience with US patent application filing and prosecution process (Electronically and via Express Mail).
- Information Disclosure Statement (IDS) experience preferred.
- Ability to multi-task, work independently and organize workload to meet deadlines.
- Word processing skills, database experience helpful.
- Comfortable using Microsoft Office Suite and a Document Management System.

GENERAL RESPONSIBILITIES

- Work independently to manage docket and ensure attorneys are able to meet all deadlines. Regularly update docketing department regarding actions taken.
- Prepare patent applications and prosecution documents including, but not limited to, amendments, responses, communications, Information Disclosure Statements and appropriate transmittal forms during all stages of patent prosecution.
- Prepare and file applications and USPTO correspondence via EFS Web.
- Prepare client matter request forms for new cases, follow up to ensure signed Engagement Letters are received.
- Correspond with US and foreign clients and foreign associates re: routine prosecution issues, acknowledging correspondence received and reviewing documents received for completeness.
- Prepare manual invoices to send to clients and associates.
- Draft email correspondence to be revised and sent by the attorney.
- Utilize IPDAS software to generate prosecution documents and manage prior art.

- Make travel arrangements.
- Other miscellaneous duties as assigned.