



ARNALL GOLDEN GREGORY LLP

PATENT PARALEGAL JOB DESCRIPTION

POSITION REPORTS TO: Patent Partners

OVERALL RESPONSIBILITIES:

Responsible for assisting the Patent attorneys with IP Docketing, assignments; declarations; powers of attorney; database management; information disclosures with Patent Office; file, docketing, and scanning management. Ability to draft applications and PTO documents; IDS generation; sequence listings; patentability searches and other legal support. Other duties/tasks as assigned.

REQUIRED SKILLS:

- Preparation, prosecution and support of patent attorneys with many aspects of U.S. and foreign patent prosecution.
- Coordinate and prioritize daily workflow, deadlines, review and docket all U.S. and foreign mail
- Proactively communicate and coordinate worldwide patent application filings with foreign associates
- Prepare and file PCT International Patent Applications and U.S. National Phase Applications
- Obtain formalities documents from foreign associates and coordinate securing signatures from clients
- Coordinate authentication, notarization and legalization of documents
- Occasional legal research in order to respond to formalities notices from the USPTO, draft petitions correcting priority dates, inventor ship, and filing receipts
- Coordinate Payment of Patent Annuities and Maintenance Fees with the Client and CPA; monitor payment process with CPA
- (Daily) verbal and written communication with clients and foreign associates
- Must be proficient in Microsoft Office Suite.
- Proficient in use of Patsy software.
- Communicates with clients and assists responsible attorney in evaluating and analyzing needs relating to standard patent practice
- Must be able to work independently and as a member of al team, with limited supervision
- Must possess excellent customer service and communication skills
- Must possess excellent legal research skills, including knowledge of electronic search technology and relevant databases



EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must have a minimum of 4-7 years of experience in the Patent practice.
- Paralegal Certificate Required.
- Other College Degree a Plus.

PHYSICAL REQUIREMENTS:

- Crouching, kneeling, standing, climbing, stooping, walking, pushing, pulling, lifting and carrying (up to 10 lbs.).
- Talking – expressing or exchanging ideas by means of the spoken word. Ability to convey detailed or important spoken instructions to other employees accurately.
- Hearing – ability to receive detailed information through oral communications.
- Sitting much of the time.

MENTAL/PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Indoor offices with controlled temperatures with limited exposure to noise, dust, chemicals
- Mobility within the office
- May sit for long periods of time
- Crouching, kneeling standing, walking, pushing pulling and lifting occasionally
- Operating a personal computer, telephone, voicemail and other office equipment on a regular basis
- Must be able to express and exchange ideas by means of the spoken word.
- Must have the ability to convey detailed information in a clear and concise manner through spoken word
- Must demonstrate good problem-solving skills

FLSA Status

Non-Exempt

HOURS – FULL TIME:

9:00 a.m. 5:30 p.m., Monday-Friday

Overtime and Flexibility May be required

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.