



## **POSITION DESCRIPTION**

### **INTELLECTUAL PROPERTY PARALEGAL**

Eaton Peabody prides itself on being the Maine Law Firm, but our Intellectual Property practice is international. We regularly work with professionals around the globe and have obtained patent protection for clients in Canada, Australia, China, Brazil, and Europe. We prepare patent applications for some of the world's most innovative companies, working on next-gen technologies that will define the future.

Responsible to the Intellectual Property attorney(s), the Paralegal will provide paralegal services in a variety of patents, trademarks, copyrights and intellectual property matters. The Paralegal will be an integral part of a team delivering IP services to clients of the Firm.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Assist in drafting US patent applications and completing and filing routine patent application documents with the United States Patent and Trademark Office (USPTO)
- Assist in drafting US trademark applications and communicating with clients to gather information necessary to complete application requirements
- Timely reporting of communications to the client and foreign associates; coordinate with clients via phone, email and in-person meetings, acting as the communication link between firm clients and attorneys
- Manage the back-and-forth nature of applications, assisting with drafting responses to USPTO Official Actions, application appeals, oppositions and invalidations, obtaining additional information from the client and submitting additional materials as requested
- Maintain and monitor patent and trademark docketing database for deadlines and status checks, communicating with attorneys and clients regarding upcoming deadlines
- Review incoming correspondence from USPTO and foreign counsel, updating deadlines and following up as necessary
- Initial client intake and assessment
- Performing preliminary patent searches, requesting comprehensive search reports from agents/search vendors and performing Internet investigations regarding search results
- Extracting relevant IP information from official USPTO databases and correspondences
- Assist on due diligence reviews of portfolio status
- Provide quotes for interested clients and invoices to existing clients
- Opening new matters for tracking purposes
- Utilize hardware and software necessary to produce high-quality documents and to schedule and organize projects; calendaring; track deadlines and coordinate notices
- Organize and document project information; may coordinate the efforts of others involved in a matter
- Other duties and projects as assigned.

This is a professional position; the individual must possess knowledge of legal terminology. The individual must also be able to work with limited supervision and to refer unusual or important matters for direction.

## **QUALIFICATIONS, SKILLS, ABILITIES**

The Paralegal should possess the following:

- Bachelor's Degree in business or a post-secondary program with law-related coursework preferred; High school diploma or equivalent is required
- Minimum of two years paralegal experience
- Outstanding attention to detail and strong prioritization skills
- Excellent written, oral communication, proofreading and interpersonal skills
- Strong English language skills; confidence to liaise with people globally at all levels
- Demonstrated skill in the use of modern office equipment and computer technology
- Demonstrated ability to handle work efficiently and confidentially
- Ability to be productive in a fast-paced environment and to work under pressure
- Timeliness and ability to meet deadlines
- Temperament conducive to collaborative team work and work with employees at all levels
- Proficiency with Microsoft Office suite; experience with pdfDocs, Worldox and Aderant is a plus
- Drive to learn new material
- Flexible, adaptable and efficient work practices
- Ability to follow instructions and to ask questions when instructions are unclear

To apply for this position please submit your resume and cover letter to:

Julie Bennett  
Director of Human Resources  
Eaton Peabody  
P.O. Box 1210  
Bangor, ME 04402-1210