

## **Patent Prosecution Paralegal**

Responsible for helping to provide support to attorneys in aspects of patent prosecution, and has an understanding of the concepts of privilege and confidentiality. Duties include but are not limited to the following:

- Coordinates with and assists attorneys in the preparation of filing formal prosecution documents;
- Interfaces with domestic and foreign intellectual property agents and outside counsel;
- Handles daily processing of USPTO emails/papers/faxes/instructions from clients;
- Assists in researching patents, technical references, prior art, legal issues using online databases and outside agencies;
- Manages intellectual property records, coordinates case management and administrative maintenance of patent and trademark portfolios;
- Calculates estimates of filing costs;
- Handles, monitors, and updates the patent docket in the internal document management system (ProLaw) to track deadlines;
- Reviews/updates files;
- Records and enters time for attorney(s) and self.

Ideal candidate is detail oriented, client focused, possesses a high degree of analytical reasoning, communicates effectively (written and orally), has strong computer skills, has strong organizational and time management skills, works independently as well as with a team, and works effectively on a variety of simultaneously active cases in a fast-paced environment.

For consideration, please email your resume to Elaine Tinker at [etinker@hsml.com](mailto:etinker@hsml.com). Visit our website at [www.hsml.com](http://www.hsml.com) or LinkedIn at <https://www.linkedin.com/company/hsml/about/>