

Intellectual Property Paralegal

MANCHESTER, NH

McLane Middleton is seeking an experienced Intellectual Property (IP) paralegal for our Manchester, NH office. The successful applicant will be responsible for providing high quality Paralegal support on IP matters. The ideal candidate will be responsible for:

- Prepare for filing and file with the USPTO patent applications, office actions, and trademark documents
- Conducting searches of U.S. Federal, State and foreign trademark databases
- Conducting searches of U.S. and foreign patent databases
- Review correspondence from outside counsel and enter deadlines into docketing system and provide reports to attorneys/clients
- Maintain IP files
- Prepare Information Disclosure Statements
- Maintain Patent and Trademark docket, docket charts and client agendas
- Communicate with attorneys, clients, inventors, foreign patent and trademark agents and U.S. Patent and Trademark Office and World Intellectual Property Office representatives to identify and resolve patent, trademark and copyright related issues

Requirements:

- 3 or more years of Intellectual Property paralegal experience.
- Associates or Bachelor's Degree Preferred
- Experience with CPI docketing system preferred
- Must have demonstrated attention to detail, organizational skills, initiative, be a self-starter, proactive, able to think independently, with excellent written and oral communication skills.
- Strong computer skills (Proficient in MS Office)
- Experience with U.S and international patent and trademark rules, regulations, and forms, as well as with the USPTO EFS-Web and TEAS electronic filing systems
- Experience with U.S. copyright rules, regulations, and forms, as well as with the Electronic Copyright Office (eCO) Registration System
- Experience with intellectual property docketing systems

To apply for this position, please send a résumé and cover letter to:

Ryan King
Director of Human Resources
ryan.king@mclane.com

For a list of all current openings at McLane, click here:

<https://www.mclane.com/careers/current-openings#attorney>