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PATENT PROSECUTION SECRETARY

Job ID:	1460	Position:	Patent Prosecution Secretary
Location:	Palo Alto - Staff	Practice Area:	
Posted Date:	Monday, July 30, 2018	Job Type:	Staff

Contact:**Job Description:**

Under general supervision from the Office Administrator, this position provides full administrative secretarial and document processing support to an assigned group of attorneys and/or Patent Agents. The person in this position should be a self-starter, and possess a mix of word processing and administrative skills, and a can-do attitude. An essential component is deep experience in Patent Prosecution and the ability to e-file documents via the USPTO-EFS.

Essential Duties and Responsibilities:

- Format and e-file patent prosecution documents via USPTO-EFS for entire life-cycle of prosecution including amendments, petitions, restriction requirements, advisory actions, notices of incomplete documents, information disclosure statements, responses to notice to file missing parts, certificate of corrections, provisional and non-provisional (Utility), applications, responses to office actions, requests for continued examination, formal drawings.
- Prepare client transfers and engagement letters.
- Prepare templates for Patent Prosecution.
- Prepare and track signature packets.
- Review Notice of Allowances and prepare files for issue fee payments.
- Ensure maintenance fees and annuity renewals are paid.
- Proof/correct filing receipts.
- Obtain prior art.
- Correspond with and request instructions from clients.
- Research changes in USPTO rules.
- Generate reports that itemize actions due and corresponding due dates.
- Prepare forms and documents for patent application filings and patent prosecution.
- Monitor and update prosecution deadlines.
- Review incoming USPTO correspondence and report to clients.
- Investigate prosecution-related issues in PAIR.
- Search and obtain patents on-line using various websites.
- Create, update, organize, and maintain virtual files.
- Perform matter research through PAIR, WIPO and Espace.
- Review and respond to daily docket to ensure deadlines are met.
- Make travel and hotel arrangements.
- Enter attorneys time and process expense reimbursements.
- Scan documents into pdf electronic format.
- Open new files and requests conflict checks.
- Additional duties as assigned by lawyers, Patent Agents, or Office Administrator.
- Assist with budget and billing.
- Other tasks as assigned by Office Administrator and/ or assigned lawyers.

Job Requirements:**Qualifications:**

- High School Diploma required. Some college and/or PLS Certification desirable.
- At least 5 years of related patent prosecution experience is required.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Proficiency in Microsoft Office Suite including MSWord, Outlook, Excel, and Power Point etc.
- Ability to work effectively with a wide range of individuals.
- Ability to multi-task and work well under time constraints.
- Ability to proofread materials for contextual, grammatical, typographical or spelling errors.
- Must have strong organizational, decision-making and problem solving skills.
- Must be reliable, a self-starter and have a professional demeanor.
- Willingness to engage in additional training as appropriate.

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