



Job Title: Intellectual Property Docketing Assistant
Department: Corporate & Capital Markets Department – IP Practice Area
Office: Boston
Reports to: Docketing Administrator and Office Manager
Status: Non-Exempt

Position Overview:

This role focuses on handling various trademark and patent matters in the firm's Intellectual Property group, including specifically docketing, annuity/maintenance fees, mail distribution, file transfers, file audits; and generating specific docketing reports.

Responsibilities:

- Maintain trademark docket in CPI, including the docketing of inbound, outbound and internal communications, while proactively monitoring the docket to ensure that all deadlines are met; provide back-up patent docketing in CPI as needed.
- Facilitate accurate and timely payment of all patent and trademark renewals and maintenance fees; coordinate with attorneys in obtaining payment instructions from clients for upcoming renewal payments; send payment instructions to outside annuity service; maintain annuity records and invoices, and prepare weekly/monthly annuity reports.
- Process and distribution of mail.
- Audit of all patent and trademark files.
- Audit/review of incoming files and entering of transferred-in cases into CPI database.
- Update database for transferred-out cases, and facilitate communication with Records department.
- Assist with generating specific reports through CPI database as requested by attorneys.
- All other docketing related projects as directed by the Docketing Administrator.

Qualifications:

- 1-3 years of Patent and Trademark docketing experience required.
- Experience with CPI required.
- 1+ years of Annuity experience required, experience with CPI's Annuity Management System (AMS) preferred.
- Prior experience with the use of USPTO, WIPO, and foreign patent office websites.
- Demonstrated knowledge of US and foreign patent rules and procedures.
- Familiarity with IPDAS preferred.
- Excellent attention to detail.
- Ability to handle confidential material in fast-paced environment.
- Strong organizational skills.
- Strong communications skills.
- Positive, pro-active attitude with the ability to perform without supervision.

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