

**Title:** IP Legal Executive Assistant  
**Department:** Administrative Services  
**Office:** Boston  
**Reports to:** Director of Administration, Facilities & Operations  
**Status:** Non-Exempt

---

## **Position Overview:**

The Intellectual Property Legal Executive Assistant (IP LEA) will be responsible for providing secretarial and administrative support to attorneys and other legal professionals. The IP LEA will perform a variety of legal secretarial duties such as scheduling meetings, preparing legal documents and correspondence, docketing cases and maintaining dockets and diaries, and providing information and direction to others.

## **Duties and Responsibilities:**

- Assist in preparation of required USPTO transmittals for filing of U.S. patent and PCT applications
- Filing of PCT applications through national phase entry
- Patent prosecution including, but not limited to, reporting correspondence to clients, drafting and filing responses to restriction/elections and office actions, payment of issue fee, payment of maintenance fees
- Maintain docket and send out reminders to client for upcoming due dates
- Maintain a manual docket
- Filing of trademark applications and trademark prosecution
- Answering and directing telephone calls, retrieving and delivering voice mail
- Assist in entering attorney time
- Prepare client status reports using CPI database
- Assist in due diligence searches, as necessary
- Provide additional assistance to Docket Administrator, IP LEAs and attorneys when necessary

## **Qualifications:**

- 3-5 years Patent/Trademark experience in law firm setting
- Positive, pro-active, professional attitude
- Ability to work in a team environment
- IP Docket Experience, a plus
- Knowledge of IPDAS and CPI databases required
- Strong understanding of patent practices and procedures
- Strong communication and organizational skills
- Superior technical skills in Microsoft Office Suite 2010 applications, particularly Word, Excel, and Outlook
- Excellent proofreading skills
- Excellent attention to detail