

Job Title: IP File Clerk
Department: Corporate & Capital Markets – IP Practice Group
Office: Boston
Status: Temporary Part-time (21-25 hours a week)
Pay Rate: \$15/hour

Position Overview:

The IP File Clerk works effectively and collaboratively within the IP Department to assist legal assistants and the Docketing staff with streamlining work flow.

Responsibilities:

- Open, date stamp and scan incoming patent and trademark mail
- Retrieve patent and trademark files from Records department and match mail with files
- File maintenance; filing of patent and trademark mail
- Submit file requests to the Records Department
- Draft standard template reporting letters
- Assist with entering data into patent and trademark database
- Create new folder files
- Assist Legal Executive Assistants as needed

Required Skills:

- Strong written and oral communication skills
- Strong organizational skills and attention to detail
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Flexible work schedule
- Team oriented
- Positive, pro-active and professional attitude

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