

Patent Paralegal II

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Company: Thermo Fisher Scientific

Location: Hillsboro

Category: legal

Support 2-3 patent attorneys and/or agents with their prosecution dockets:

Review and upload daily incoming correspondence from various sources, such as foreign associates, outside counsel, and in-house practitioners.

Manage file histories and ensure the accuracy of documents obtained from USPTO Patent Center.

Conduct weekly or bi-weekly docket meetings with agents and attorneys.

Prepare, revise, and finalize US and PCT applications and other core patent prosecution documents.

Monitor and prepare Information Disclosure Statements.

Arrange for signatures on declarations and assignments.

File documents with the Patent and Trademark Office using USPTO electronic filing and manage file histories.

Review, monitor, and clear out items from docket reports, including past-due deadlines in the IP Management System (Symphony) in accordance with internal protocols.

Correspond with inventors, outside counsel, and foreign associates on active dockets; respond to inquiries and provide documents as requested.

Assist with special projects such as data clean-up or improvement design (PPI).

Collaborate with patent paralegals and other legal department colleagues globally.

90% patent prosecution; remaining time dedicated to special projects as assigned.

Minimum Qualifications:

High school diploma or equivalent required. Bachelor's degree preferred.

1+ years of experience in patent prosecution is helpful; willing to train the right candidate.

A paralegal certificate from an ABA-approved education program preferred.

Proficiency with Symphony or other IP Management or Patent docketing systems.

Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.

Proficiency with USPTO Patent Center and preparation of PCT applications with ePCT.

Experience (or willingness to learn) collaboration platforms such as Microsoft Teams and SharePoint.

Familiarity with US, PCT and foreign country law as it relates to prosecution and deadlines.

Strong analytical, organizational, and social skills.

Ability to work independently with a high level of attention to detail.

Strong team player with the ability to collaborate effectively with colleagues globally.

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