

Foreign Department Paralegal (Palo Alto)

Foreign Department Paralegal – Beyer Law Group LLP, an intellectual property law firm has an immediate opening in our Palo Alto office for an experienced **Foreign Department Paralegal**. Position requires: a minimum of 3 years of legal experience as a foreign filing patent paralegal, strong organizational, communication, & computer skills, be self-motivated, and the ability to handle many tasks with little supervision.

Experienced U.S. patent secretaries are also welcome to respond to this ad.

We offer a business casual environment, a great group of people to work with, competitive salaries and excellent benefits.

Forward cover letter and resume to HR-recruiting at email: info@beyerlaw.com or fax us at 650-842-1301.

No phone calls please. Principals only. Recruiters please don't contact this job poster.

JOB DESCRIPTION

JOB TITLE: Foreign Department Paralegal

DEPARTMENT: Foreign

REPORTS TO: Partner in Charge/Firm Administrator

SUMMARY: Responsible for all functions associated with foreign matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: “Essential functions” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

1. Develop full understanding of, and maintain information regarding foreign patent and trademark laws, rules and procedures, and changes.
2. File foreign patent and trademark applications and associated formal papers.
3. Communicate with clients and foreign associates regarding prosecution of foreign patents and trademarks.
4. Provide cost estimates for patent and trademark foreign filings.
5. Work with foreign coordinator on consolidated foreign docket report and the auditing of same.
6. Review incoming foreign mail and faxes.
7. Understand payments of U.S. maintenance fees and foreign annuities and be able to handle if needed.

8. Create foreign form letters (including foreign filing), and coordinate with attorneys and staff regarding the same.
9. Periodically travel to satellite offices to facilitate all duties.
10. Operates office equipment including personal computer, copiers, fax machines, electronic typewriter and 10-key calculator.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

1. Ability to read and write in order to carefully review documents and correspondence from the United States Patent and Trademark Office, other attorneys, and clients. Perform non-complex arithmetic calculations when verifying calculations on forms and documents; maintain records and filing systems at a level normally acquired through completion of high school or equivalent.
2. Approximately two to three years on the job experience necessary in order to gain an understanding of law firm and patent policies and procedures and work accurately with minimal supervision. A paralegal certificate is strongly encouraged. It is also required that the paralegal maintain the necessary continuing education requirements.
3. Ability to organize and prioritize numerous tasks and complete them under time constraints.
4. Interpersonal skills necessary to communicate and follow instructions effectively from a diverse group of clients, attorneys and staff to provide information with ordinary courtesy and tact.
5. Ability to operate standard office equipment such as computer, photocopiers, facsimile machines, and typewriter.
6. Ability to travel to private and public buildings, locally and statewide, via private or public conveyance to assist attorney and staff in attending to foreign needs.
7. Work occasionally requires a high level of mental effort and strain while producing a high volume of information performing other essential duties. Must be able to perform essential duties of the position with time constraints, interruptions and stressed attorneys and staff.
8. Work occasionally requires more than 40 hours per week to perform the essential duties of the position; may require irregular hours.

WORKING CONDITIONS:

1. Normal office environment with little exposure to excessive noise, dust, temperature and the like.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.