DRINKER BIDDLE & REATH LLP
LEGAL ASSISTANT – INTELLECTUAL PROPERTY
JOB POSTING

JOB TITLE: Legal Assistant – Intellectual Property
STATUS: Non-Exempt
REPORTS TO: Legal Administrative Support Manager
CLASSIFICATION: Legal Assistant
LOCATION: Philadelphia, PA

1. SUMMARY: We are looking for an experienced Intellectual Property Legal Assistant to join our team in the Philadelphia office. The Legal Assistant provides high quality administrative and legal assistance to assigned lawyers, paralegals, and professional staff. Maintains effective and efficient work flow and good working relationship with all staff members. Follows policies and procedures set by Drinker Biddle & Reath, LLP, establishes and maintains harmonious working relationship with lawyers, top level management, supervisors, co-workers, and clients.

In accordance with the Firm’s Client Service Initiatives, the Intellectual Property Legal Assistant must display good judgment and possess effective interpersonal communication skills. Also, confidentiality and discretion are required consistently.

2. JOB FUNCTIONS:

A. ESSENTIAL JOB FUNCTIONS:
- Type, revise and proofread legal documents specific to the Intellectual Property practice group.
- Take and transcribe notes, tapes and dictation.
- Prepare “shell” amendments/responses for U.S. Patent and Trademark Office incorporating USPTO Examiner’s comments along with client instructions for lawyer’s review and additions.
- Prepare, type, edit, and proofread applications, information disclosure statements, issue fees, missing parts, priority documents, declarations, and certificates of correction, petitions, appeal briefs, notice of appeals, and all other documents relating to patent, in addition to daily correspondence.
- Prepare USPTO trademark filings such as Affidavits of Use and Office Actions with cover letters using the USPTO’s Electronic Filing System (EFS), and confirming that all information on USPTO electronic acknowledgement form is correct and complete.

B. OTHER JOB FUNCTIONS:

Administrative/Clerical Support Lawyers/Legal Assistants
- Prioritize work for several lawyers/legal assistants.
- Answer telephones, screen and place calls, monitor, and follow up on voicemail, refer callers to appropriate parties.
- Maintain calendars and contacts for lawyers.
- Maintain docket calendars and notify docketing personnel when updates are necessary for CPI.
- Schedule travel, conferences, meetings, and other appointments.
- Work with administrative staff, legal personnel, clients and outside lawyers on client cases, communicating information to lawyers and acting as point-of-contact.
- Meet and greet clients both telephonically and in person.
- Reconcile attorney expenses.
- Handle Billing Matters For Lawyers
- Prepare conflict checks and new matter forms.
- Prepare draft engagement letters for attorney review ensuring appropriate attachments are in place.
- Prepare draft bills, invoices, update edits in timekeeping software as required, and payment reminder letters.
- Maintain waiver letter file and provide copies to Firm’s Client Intake Department.

Legal Assistant Teams
- Serve as a back-up to team members and across practice groups as required.
- Assist other IP Legal Assistants.
Case Management
• Maintain prosecution files to include filing of all correspondence and ensuring that official responses are arranged appropriately in the file.
• Calculate USPTO fees based on type of filing, e.g., application filing fees, additional claims, extensions of time, petition fees, etc.
• Maintain indices, control index logs, Excel spreadsheets for documents, clients and cases.

3. KNOWLEDGE, SKILLS AND ABILITIES:
• Familiarity with trademark clearance and registration practice.
• Familiarity with Federal litigation.
• Communicate actions between client and foreign associates.
• Strong knowledge of MS Office Suite (Word, PowerPoint, Excel) with advanced knowledge of Outlook.
• Strong written and verbal communication skills.
• Knowledge of technical terms and/or formulas involving various technologies a plus.
• Ability to multi-task, while remaining highly organized and detail oriented.
• Possess excellent organizational skills and high attention to detail of assignment in order to meet deadlines.
• Ability to see details at close range and/or on a computer screen.
• Ability to listen to and understand information and ideas.
• Possess excellent time-management skills.
• Should have familiarity with trademark law and practice including Trademark Manual of Examining Procedure.
• Should have familiarity with federal litigation and procedure.
• Ability to use office equipment; (i.e. fax machines, copier machines, scanners).
• Able to manage contacts through available technical resources.
• Ability to handle confidential matters.
• Flexible and dependable, including the ability to work overtime as needed.
• At all times, be professional and a team player.
• Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
• Respectful of people’s differences in background, culture and perspective.
• Able to quickly grasp the goals, service, culture and strategy of both the department and the firm overall.

4. EDUCATION AND EXPERIENCE:
• High School Diploma or GED.
  o College degree or Legal Assistant Certification not required but a plus.
• Five (5) to seven (7) years of relevant work experience.
• Experience in a law firm setting desirable.

The statements contained in this job posting are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays and a 401(k) plan.

Interested candidates should send their cover letter including salary requirements and resume to Human.Resources@dbr.com referencing “Legal Assistant – PH” in the subject line. Incomplete applications will not be considered.  No phone calls please.