

IP Paralegal

Berg Hill Greenleaf Ruscitti LLP, Boulder's largest local law firm, is recruiting an experienced IP paralegal to join the team in our Boulder office. We offer a competitive salary and benefits package including paid parking and casual dress environment. Flexible work schedules and the opportunity to work part-time in our Denver office are available.

Duties & Responsibilities. Duties include: draft US and PCT patent application transmittal papers; prepare and review correspondence to/from foreign associates regarding new patent applications, formal requirements, filing details, office actions and response; draft and coordinate execution of assignments, power of attorney, declarations, petitions, request corrected documents and perform status checks; monitor due dates with responsible attorneys; and corresponding with clients to get instructions and invention disclosures.

Qualifications & Prior Experience. Candidate must have experience dealing with USPTO and basic understanding of both the US and foreign patent lifecycles as well as experience with US and foreign patent prosecution rules.

Send cover letter and resume to:

Cathy A. Thorne

Director of Administration

cat@bhgrlaw.com

Berg Hill Greenleaf Ruscitti LLP is an equal opportunity employer and is committed to diversity and inclusion in the workplace. It has been, and continues to be our goal, to foster a well-balanced workforce.