

Han Santos PLLC, a boutique law firm with offices in Seattle, D.C. and New York, is seeking an experienced **IP Paralegal** to support our Seattle team. This is a full-time position with a competitive salary and generous benefits. Remote working arrangements are currently in place however some periodic travel to Seattle may be required. For more information about the firm and team, please visit our website at www.hansantos.com.

ESSENTIAL JOB FUNCTIONS:

- Collaborate with attorneys and operations staff to assist with all aspects of the US and foreign patents and trademarks lifecycle—this includes but is not limited to: pre-filing to issuance and maintenance, preparing and filing formal documents, transmittals, responses, and IDSs; preparing Office Action response shells and amendments with claim identifiers; conducting post-allowance reviews; filing Section 8 & 15 declarations.
- File documents electronically with U.S. Patent and Trademark Office (USPTO) and World Intellectual Property Organization (WIPO).
- Thorough understanding of U.S., PCT, Madrid System, and foreign patent and trademark rules, deadlines and actions required on all cases handled by your team.
- Maintain a backup patent and trademark docket and meet with team regularly to review and revise expectations.
- Manage electronic case files for large portfolios.
- Assist with IP due diligence investigations.
- Provide written communication with clients and foreign associates to request and provide instructions, forward official correspondence and documents as filed.
- Assist with client invoice review, edits, and finalization.
- Provide guidance, back-up support to other teams and firm-wide project assistance as needed.

KNOWLEDGE/SKILLS REQUIRED:

- Four-year degree and paralegal certificate from ABA approved program.
- Experience working in a law firm with a demonstrated knowledge of intellectual property legal concepts, terminology, principles and procedures.
- Previous exposure to a wide variety of complex problems in US and foreign patent & trademark prosecution.
- Demonstrated ability to assess information, anticipate issues and outcomes, and make effective decisions, proactively.
- In-depth knowledge of USPTO, PCT, Madrid System, and foreign office procedures, rules and requirements.
- Ability to meet deadlines, organize and prioritize assignments, work independently and take initiative to move projects to completion.
- Experience with IP database searching.
- Strong client service orientation with excellent written and oral communication skills and demonstrated ability to work with a diverse group of individuals.
- Proficiency with Microsoft Office Suite and other software including Outlook, Word, Excel, PowerPoint, Adobe Acrobat, and Visio.
- Detail-oriented, professional, positive and dependable team player.

PREFERRED EXPERIENCE:

- 7-10 years IP paralegal experience.
- Familiarity with AppColl docketing software a plus.

REQUESTED DOCUMENTS:

If you are interested in this position, please email a cover letter and resume to careers@hansantos.com.