

## LEGAL

### **IP Specialist**

Birch, Stewart, Kolasch & Birch, LLP, an internationally-recognized intellectual property law firm located in Falls Church, VA, has an exciting opportunity for a qualified IP Specialist with patent prosecution. The IP Specialist provides interim coverage for IP Legal Assistants to provide continual and consistent support to the attorneys and the firm.

### **Qualifications**

- Minimum high school diploma.
- Minimum of two (2) comprehensive US patent prosecution experience. Knowledge of administrative issues related to an Intellectual Property environment such as filing applications, formalities, responses, drafting amendments, and monitoring docketing deadlines strongly preferred.

### **Responsibilities and Duties**

- Provide coverage and assist with overflow work for IP Legal Assistants and work with attorneys/agents as needed and requested by the IP Legal Department Manager and/or IP Specialist Supervisor.
- Create, revise and file provisional, non-provisional and continuing US Patent Applications in the US Patent and Trademark Office.
- Draft and prepare documentation associated with US Patent and Trademark prosecution/litigation matters and/or filings.
- Prepare and file Information Disclosure Statements and maintain integrity of the Firm's prior art database.
- Draft, prepare and proofread written correspondence, memoranda and/or other documentation for attorneys to, but not limited to: internal personnel, clients, Foreign Associates and/or Assignees and monitor incoming correspondence.
- Prepare, review and edit billing invoices.
- Manage, maintain and ensure accurate clearing of individual dockets and dockets of attorney(s)/agent(s).
- Manage and maintain the attorney/agent calendar.
- Screen and direct incoming telephone calls and/or voice messages.
- Copy, scan and save all communications in the appropriate document management system.
- Maintains positive communication with internal and external clients including Foreign Associates, Assignees and/or Contacts via oral and/or written correspondence.
- Receives clients and/or visitors.
- Develops and maintains positive client relations.
- Utilize documented guidelines, processes and procedures.
- Attend meetings and training sessions as determined by IP Legal Department Manager and/or IP Legal Assistant Supervisor.
- Other duties as assigned

**Benefits:**

Comprehensive benefits package to include medical, dental, and vision insurance. Paid time off and paid holidays. Firm wide annual events and business casual environment. Access to nearby metro and free parking offered.

**Please fax cover letter, resume and salary requirements through fax at (703) 645-3896 or send to HR @BSKB.com**

**About BSKB:**

Since 1976, BSKB has been providing a full range of intellectual property law services to clients in the areas of patent prosecution, post-grant review, litigation, opinions and counseling, design patents, trademarks and licensing. Our knowledgeable attorneys and agents hold advanced degrees and are experienced in the fields of chemistry, electronics and IT, mechanical engineering and life sciences/biotechnology.

We believe in offering every client quality, personalized service, and are committed to educating our clients to help them make the most of their intellectual property. BSKB has a rich tradition of offering seminars on intellectual property law that have been attended by practitioners from around the world.

For more information, visit [bskb.com](http://bskb.com).

*Birch, Stewart, Kolasch, & Birch LLP is an equal opportunity employer. We are committed to providing equal opportunity to all applicants and employees in full compliance with all applicable state and federal laws prohibiting discrimination on the basis of race, color, age, gender, religion, national origin, disability, sexual orientation and gender identity protected veteran status and individuals with disabilities, or any other class protected by applicable state or federal law.*