

## LEGAL

### **Docketing 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 Docketing Specialist. The Docketing Department shoulders the responsibility of ensuring data clarity reflects portfolio accuracy. As the Docketing Department serves as the catalyst for foundational IP knowledge utilized by the firm, the construction of docketing teams within the department serves to ensure department personnel are well-versed in all areas of IP docketing. As such, Docketing Specialists are cross trained in prosecution matters relating to Patents and Trademarks as well as docketing matters relating to PTO due dates. This is a non-exempt position and it reports to the IP Manager.

### **Qualifications**

#### ***Work Experience***

- Minimum of six (6) months experience in an Intellectual Property environment.

#### ***Knowledge and Expertise***

- Required:
  - Minimum high school diploma.
  - Knowledge of and experience with general office software such as Microsoft Word, Excel, Access, Outlook, etc.
- Strongly preferred:
  - Knowledge of and experience with mainstream IP Portfolio Management software such as CPI, Inprotech, Foundation IP, Master Data, PATTSY, Patricia, etc.
  - Great attention to detail, including neatness, accuracy, and ability to review and perform data entry of PTO and client correspondence.

#### ***Other Requirements***

- Service-oriented individual with enthusiasm for the challenges of providing complex services in a law firm setting.
- Detailed-oriented individual possessing organizational skills.
- Well-rounded, approachable individual able to effectively communicate with others in a professional setting.
- Facility for creative problem solving.
- Excellent oral and written communication skills.
- Ability to forge relationships with management, colleagues and a diverse clientele.

- Ability to multi-task and work in a fast-paced environment.
- Ability to fully adhere to firm confidentiality standards.

### **Areas of Responsibility**

#### ***Projected Duties and Responsibilities***

- Fully adhere to firm confidentiality standards to include, but not limited to: attorney – client correspondence and communications.
- Review all incoming correspondence received from, but not limited to, PTO, Clients, Foreign Associates, Assignees and Contacts.
- Docket due dates in firm IP portfolio management system; docketable dates to include, but not limited to, PTO due dates.
- Forward reviewed correspondence with non-docketable dates to appropriate department(s) and/or individual(s).
- Create new records in firm IP portfolio management system upon Docketing Manager request.
- Electronically store all incoming PTO, client and Foreign Associate correspondence in firm IP portfolio management system.
- Adhere to internal timetable for handling and clearing the department docket.
- Copy, scan and save all communications in the appropriate document management system.

#### ***Customer Service and Communications***

- Adheres to department policies and procedures regarding routing of non-docketable communications.

#### ***Orientation, Training and Documentation***

- Cross-trained by the Docketing Group Leader and Team Leaders and the Docketing Manager in all areas of docketing responsibility pertaining, but not limited to: US Patents, International Patents, US Trademarks and International Trademarks.
- Utilize and provide feedback for documented guidelines, processes and procedures.

## **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 email cover letter, resume and salary requirements to [HR@BSKB.com](mailto: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.*