

## LEGAL

### **Information Disclosure 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 Information Disclosure Specialist with patent prosecution. The Information Disclosure Department serves as a billable source for handling specialized projects which require IP expertise. Additionally, the Information Disclosure Department will serve as a centralized resource for handling some advanced IP matters within the firm. The Information Disclosure Specialists are experienced firm personnel qualified to carry out such prosecution matters for many areas of IP within the firm.

### **Qualifications**

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

- Minimum of one (1) year experience in Patent prosecution or intellectual property preferred.

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

- Required:
  - This position requires a High School Diploma or equivalent.
  - Knowledge of and experience with general office software such as Microsoft Word, Excel, Access, Outlook, etc.
- Strongly preferred:
  - College Degree and/ or paralegal certification preferred but not required.
  - Knowledge of and experience with preparing and filing Information Disclosure Statements, or relevant experience related to an Intellectual Property and legal environment.
  - Knowledge of and experience with IP related technologies, such as EFS Web, PAIR, US and foreign IP law databases.
  - Knowledge of and experience with mainstream IP Docketing software, such as Patricia, and mainstream billing systems, such as Elite.

#### ***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.
- Excellent oral and written communication skills.

- Ability to engage in and provide creative problem solving.
- Ability to multi-task and work in a fast-paced environment.
- Ability to fully adhere to firm confidentiality standards.

### **Areas of Responsibility**

#### ***Projected Functions and Duties***

- Prepare and file all Information Disclosure Statements (IDS) post completion of the Application Filing and/or completion of Missing Parts/Requirements submissions for attorney review and undersign.
- Manage Prior Art Files for Duty of Disclosure matters in US Patent cases, including, but not limited to, retrieving prior art from multiple databases and entering of prior art data.
- Attend to Post Allowance Filings submissions to include, but not limited to: Responses to Notices of Non-Compliant Information Disclosure Statements.
- Fully adhere to firm confidentiality standards to include, but not limited to: attorney-client correspondence and communications.
- Carry out and/or assist in special tasks or duties as requested by the Information Disclosure Manager.
- Adhere to internal timetable for handling and clearing the department docket.
- Prepare, review and edit billing invoices.
- Copy, scan and save all communications in the appropriate document management system.

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

- The Information Disclosure Specialist adheres to department policies and procedures regarding handling special projects and assigned duties.
- The Information Disclosure Specialist adheres to department guidelines regarding correspondence with clients and the PTO.

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

- Cross-trained by the Firm Wide IP Trainer and Information Disclosure Manager in all areas of department responsibility.
- 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.*