

## LEGAL

### **Records Specialist**

Birch, Stewart, Kolasch & Birch, LLP, a leading Washington, DC area Intellectual Property law firm, is seeking a part-time Records Specialist. The Records Department uniquely serves as the organizational instrument for providing critical non-IP functions to the firm's IP departments. The department encompasses the Central File Room; PORTALS (uploading documents to client portals); the Mail Center (processing incoming physical mail, scanning and saving, and distributing it throughout the firm; as well as outgoing mail); and PTO DOWNLOAD (downloading and saving PTO mail to the firm's IP document management system).

### **Qualifications**

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

- Minimum of one (1) year of experience in a professional environment.

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

- Required:
  - Minimum high school diploma. Related work experience may be used in lieu of formal education.
  - Must be a self-starter and able to work independently with minimal direct daily oversight.
  - Knowledge of and experience with standard office equipment such as computers, copiers and scanners preferred.
  - Knowledge of and experience with general office software such as Microsoft Word, Excel, Outlook, etc. preferred.
- Strongly preferred:
  - Great attention to detail, including neatness, accuracy, ability to review postal and courier mail and handle uploads to various client portals.

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

- Ability to think critically with strong problem-solving skills.
- Excellent oral and written communication skills.
- Ability to multi-task and work in a fast-paced environment.

## ***Areas of Responsibility***

- Fully adheres to Firm confidentiality standards including but not limited to: attorney-client correspondence and communications.
- Possesses ability to handle all functions and responsibilities of the Records Department.
- Portals
  - Uploads documents and correspondence to client portals.
- Central File Room:
  - Assists with departmental records-related projects, including but not limited to: file destruction, file relocations, scanning and saving images into electronic databases, and special file-related projects for attorneys, legal assistants, or other departments.
  - Enters accurate data entry of file information into the Records Management Database including status.
  - Performs file-related research in Patricia, CPI, and Elite.
  - Maintains and enforces the Firm's retention policies, both of physical and electronic files.
  - Assists with Transfer-Out File, Transfer-In File or Internal Client to Client File transfer projects.
- Mail Center:
  - Processes all incoming physical mail, including opening, reviewing, scanning, acknowledging, saving/forwarding mail to the firm's portfolio management system, mailroom and docketing accounts.
  - Maintains FEDEX/USPS supplies, ordering as needed and re-stocking when necessary.
  - Gathers and prepares all outgoing Firm mail on schedule. Processes mail using postage machine or FEDEX software. Ensures accuracy in this process from start to finish by performing a detailed quality review.
  - Maintains a strong knowledge base of outgoing FEDEX/USPS mail processes.
- PTO Download:
  - Download PTO correspondence from the USPTO website and save into the firm's portfolio management system.
- Other duties as assigned.

### **Customer Service and Communications**

- Follows Records Department standards.
- Displays excellent written and verbal communication skills.
- Communicates with attorneys/staff in a positive and productive manner in order to meet the needs of the Firm.

### **Benefits:**

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.*