



Part-Time Intellectual Property Attorney Job Description

Job Summary:

This position supports the complex intellectual property needs of the firm's clients in the high tech, health-tech, and biotech industries. This is not a "plug the terms into the template", or patent-prosecution-only, position. Rather, the successful candidate will be responsible for crafting and negotiating contracts and providing intellectual property prosecution services and advice that will help West Hill clients achieve their unique business objectives. This position requires a passion for client success, keen analytical ability, and clear and concise written and verbal communication skills. We offer flexibility, competitive compensation, and an awesome team fully committed to the firm Vision and Mission.

Responsibilities and Duties:

1. Draft, file, and prosecute US and PCT patent applications.
2. Provide counseling and advice to clients' business and technical teams on patent protection strategies in line with client's business goals.
3. Effectively communicate and work collaboratively with clients, USPTO, foreign associates, and West Hill attorneys and staff about pending matters.
4. Draft and negotiate complex agreements that help clients protect their intellectual property and achieve business objectives.
5. Provide counseling and advice to clients' business and technical teams regarding IP protection, common approaches to addressing issues, and implications of legal provisions in the event of a dispute.
6. Possess excellent legal analytical and drafting skills with the ability to integrate legal advice and technical and business knowledge, while providing practical advice regarding risks and benefits.
7. Self-motivated and able to work independently.
8. Effectively use the firm's systems to perform and track work for firm clients.
9. Continually update knowledge and skills required through formal and informal legal education.
10. Remain current with respect to USPTO rules and standard practices, state and federal laws, and technology developments.
11. Participate in West Hill team meetings, collaborate across practice areas for the benefit of firm clients, and positively contribute to the culture and success of the firm.

Qualifications and Skills:

1. Highest ethical and professional standards, including respect for attorney and non-attorney colleagues.
2. Positive outlook and passion for both the law and helping business clients succeed.
3. Excellent analytical skills and the ability to educate and empower clients to address complex business legal issues.

4. Effective listener and communicator, including the ability to draft clear, concise written communications.
5. Strong organizational and proof-reading skills.
6. Embraces the opportunity to collaborate with colleagues, clients, and other professionals for the benefit of clients.
7. Self-starter with an entrepreneurial spirit.
8. Thoughtful and curious, with enthusiasm for lifelong learning.
9. Seeking balance between professional and personal obligations and priorities.
10. Motivated and inspired by the West Hill Vision and Mission.

Required Education and Experience:

1. J.D Degree from a top, or reputable local, law school.
2. Admission to practice before the USPTO.
3. Admission to practice law in the Commonwealth of Massachusetts.
4. Minimum 4 years patent prosecution experience.
5. Experience in advising clients in IP-focused industries such as high-tech, biotech, and pharma.
6. Knowledge of inbound and outbound software and technology licensing and intellectual property aspects of confidentiality, strategic relationship, and services agreements.
7. Proficiency in Microsoft Office applications and comfort using cloud-based software solutions.

Preferred Education and Experience:

1. Minimum 2 years in a large law firm or in-house department.
2. Demonstrated networking and client development experience.

We endeavor to make reasonable accommodations to enable individuals of varying abilities to perform the responsibilities and duties.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties:

Please note this job description is not designed to include a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

Flexible hours Monday-Friday with at least two days per week in the office.