



Part-Time Patent Agent Job Description

Job Summary:

This position supports the firm's clients in the high tech, health-tech, and biotech industries. The successful candidate will be responsible for the patent portfolios of firm clients and will work closely with West Hill attorneys and paralegals to help 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 foreign 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. Initiative-taking and able to work independently.
5. Effectively use the firm's systems to perform and track work for firm clients.
6. Continually update knowledge and skills required through formal and informal education.
7. Remain current with USPTO rules and standard practices.
8. 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.
2. Positive outlook and passion for helping business clients succeed.
3. Effective listener and communicator, including the ability to draft clear, concise written communications.
4. Strong organizational and proof-reading skills.
5. Embraces the opportunity to collaborate with colleagues, clients, and other professionals for the benefit of clients.
6. Thoughtful and curious, with enthusiasm for lifelong learning.
7. Seeking balance between professional and personal obligations and priorities.
8. Motivated and inspired by the West Hill Vision and Mission.

Required Education and Experience:

1. Registered to practice before the USPTO.
2. Bachelor's degree in a science discipline.
3. Large firm training or in-house patent prosecution experience preferred.
4. Proficiency in Microsoft Office applications and comfort using cloud-based software solutions.

Preferred Education and Experience:

1. Business transactional experience in one or more of the following: software and technology licensing, and confidentiality, strategic relationship, and services agreements.
2. J.D. degree from ABA-approved law school.

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 does not 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:

10-12 hours per week, flexible hours Monday-Friday with at least two days per month in the office.