

Intellectual Property Secretary

About the Position

An intellectual property law firm in Central New Jersey is seeking an experienced intellectual property secretary. The ideal candidate will have a strong knowledge of USPTO rules and procedures and two to five years of secretarial experience. The ideal candidate will have strong communication and organizational skills as well as the ability to manage a busy docket. Primary responsibilities will include assisting attorneys with filing US patent documents, preparing USPTO forms, drafting correspondence and communicating with clients. Experience with international patent prosecution as well as trademark prosecution is desired. Salary is commensurate with experience. Our firm offers excellent benefits.