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OBLON

PROSECUTION CORRESPONDENCE SPECIALIST

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INFORMATION
PLEASE CONTACT:

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Recruiting Manager
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■ DESCRIPTION

This position is responsible for processing all incoming business correspondence received both electronically and in hard copy/paper and entering the information into the associated case folder in OPTMS; docketing all applicable due dates and reminders; tracking and updating attorney assignments and changes for newly assigned and re-assigned cases; review of newly opened cases sent to the section to verify information is accurate and forwarding on to appropriate staff member. This position may also need to perform remote work as assigned during firm closure.

Hours for this position are 9:00 AM - 5:30 PM

■ QUALIFICATIONS

Bachelor's Degree or equivalent or three to ten years related experience and/or training, or equivalent combination of education and experience. Must be familiar with patent and docketing terminology, docket management department /firm docket procedures. Must also have excellent attention to detail, type approximately 40 wpm and have keen organizational skills. Proficient English Language skills: ability to read, analyze and interpret client and PTO correspondence and effectively present information to supervisor and co-workers

Oblon is an equal opportunity employer. Oblon will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, covered veteran's status, marital status, child birth, pregnancy or related medical conditions, physical or mental disability, sexual orientation, genetic status, or status in any group protected by federal, state or local laws. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Oblon, McClelland, Maier & Neustadt, LLP



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