

**IP Docketing Specialist
Multiple Locations – Potential for Remote Work**

[Cantor Colburn LLP](#), one of the largest full-service intellectual property law firms in the U.S., seeks an IP Docketing Specialist to work in any of the firm's five offices: Hartford, Connecticut; Alexandria, Virginia; Atlanta, Georgia; Houston, Texas; Troy, Michigan. Remote work is also possible. Cantor Colburn offers the full range of IP legal service and is a patent powerhouse: the firm is ranked #4 for utility and #4 for design patents and handles matters in virtually all technologies. In addition to patent preparation and prosecution, Cantor Colburn offers counseling and representation in portfolio management, trademark – ranking #8, copyright, opinion rendering, due diligence in IP transactions, agreements and licensing, anticounterfeiting, trade secrets, post grant proceedings and litigation in federal courts and before the U.S. International Trade Commission. The firm's clients are among the leading companies in the U.S. and around the world, including Fortune 100 companies, privately-held companies, select high-tech start-ups, government research institutes and university technology transfer offices.

Duties include, but are not limited to:

- Docket and report incoming USPTO and/or Foreign mail into our internal databases as well as client databases as required.
- Process all assigned daily tasks including entering new applications, assignments, new matter requests, attorney change emails, de-docketing requirements, etc.
- Work with docketing teammates to maintain written procedures as needed.
- Support all members of the docketing team on miscellaneous tasks and projects.

Requirements:

- Bachelor's degree or Paralegal certificate.
- A minimum of five years of docketing and/or patent prosecution experience.
- Attention to detail and the ability to maintain accuracy under pressure.
- Familiarity with a fast-paced work environment.
- Excellent written and verbal communication skills.
- Solid time management skills and the ability to multitask.
- Ability to work both on your own and in a team driven environment.
- Strong computer skills especially in Microsoft Word, Outlook, Excel, and Microsoft Teams
- Familiarity with Inprotech and Anaqua patent database systems is desirable.
- A working smartphone

Cantor Colburn LLP employees appreciate the flexibility that we offer them. Full-time employees receive market competitive salaries, life insurance and short-term disability, as well as subsidized health and dental insurance plans. Additional benefits include Flexible Spending Accounts, voluntary life insurance, retirement savings plan, and parking subsidy.

Please submit a cover letter and resume to:

careers@cantorcolburn.com

Cantor Colburn LLP is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regards to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status.