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Patent Paralegal II

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Job Description

Job Description – Patent Paralegal

Location: Pittsburg, PA or Hillsboro, OR

Are you interested in advancing Thermo Fisher Scientific's Mission of enabling our customers to make the world healthier, cleaner, and safer? If so, Thermo Fisher offers an exciting opportunity for an individual with excellent judgment, strong communication skills, initiative to take on diverse responsibilities across the legal department, and a passion for continuous improvement, and a can-do mindset to join our team in the role of Patent Paralegal.

At Thermo Fisher, we thrive in a culture of learning and development and are looking for a candidate that can do the same. This position will allow you flexibility and growth by regularly supporting a variety of projects outside ordinary paralegal responsibilities and collaborating with colleagues outside the paralegal team. This role will come not only from exceptional paralegal skills, but also excellent judgment, strong communication skills, initiative to pick up diverse responsibilities across the department, and a passion for continuous improvement.

This role can be based in the Company's Pittsburgh, Pennsylvania or Hillsboro, Oregon area locations and has flexibility for partial remote/hybrid work.

Responsibilities:

- Support 2-3 patent attorneys and/or agents with their prosecution dockets:
- Review and upload daily incoming correspondence from various sources, such as foreign associates, outside counsel, and in-house practitioners.
- Manage file histories and ensure the accuracy of documents obtained from USPTO Patent Center.
- Conduct weekly or bi-weekly docket meetings with agents and attorneys.
- Prepare, revise, and finalize US and PCT applications and other core patent prosecution documents.
- Monitor and prepare Information Disclosure Statements.
- Arrange for signatures on declarations and assignments.
- File documents with the Patent and Trademark Office using USPTO electronic filing and manage file histories.
- Review, monitor, and clear out items from docket reports, including past-due deadlines in the IP Management System (Symphony) in accordance with internal



- Correspond with inventors, outside counsel, and foreign associates on active dockets; respond to inquiries and provide documents as requested.
- Assist with special projects such as data clean-up or improvement design (PPI).
- Collaborate with patent paralegals and other legal department colleagues globally.
- 90% patent prosecution; remaining time dedicated to special projects as assigned.

Minimum Qualifications:

- High school diploma or equivalent required. Bachelor's degree preferred.
- 1+ years of experience in patent prosecution is helpful; willing to train the right candidate.
- A paralegal certificate from an ABA-approved education program preferred.
- Proficiency with Symphony or other IP Management or Patent docketing systems.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Proficiency with USPTO Patent Center and preparation of PCT applications with ePCT.
- Experience (or willingness to learn) collaboration platforms such as Microsoft Teams and SharePoint.
- Familiarity with US, PCT and foreign country law as it relates to prosecution and deadlines.
- Strong analytical, organizational, and social skills.
- Ability to work independently with a high level of attention to detail.
- Strong team player with the ability to collaborate effectively with colleagues globally.

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This colleague will provide strong administrative support to the department's initiatives, handle multiple projects simultaneously, and quickly learn about the processes involved in how the team operates...

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