

## Morgan Lewis - IP Docket Clerk (Patent)

Morgan, Lewis & Bockius LLP, an international law firm, is currently seeking a IP Docket Clerk for its San Francisco office. This position in the Patent Support Services (PatSu) Department of the IP Patent Practice Group will assist our Patent Support Services Manager and PatSu team. Based on procedures established for each of our clients, the successful candidate will review and extract information from foreign and domestic incoming client related communications, as well as Patent and Trademark Office communications, for entry into our docketing database. In addition, this position is responsible for monitoring the Patent and Trademark Office daily dockets and other administrative responsibilities. Additional projects will be assigned.

This position requires a minimum of one year of related patent docketing experience (equivalent education/experience will also be considered). Qualified candidates must have strong communication (written/verbal) and proofreading skills, an organized approach to work assignments, excellent interpersonal skills, an ability to work independently with minimal supervision and a team-oriented attitude. Experience with CPI preferred, but not required. Annuities experience a plus. Flexibility to work overtime required.

TO APPLY: Please apply online by clicking <http://sh.webhire.com/servlet/av/jd?ai=689&ji=2543085&sn=l> or visit our "careers" page at [www.morganlewis.com](http://www.morganlewis.com). If you have trouble applying online, please email [dtaylor@morganlewis.com](mailto:dtaylor@morganlewis.com).

Morgan Lewis is an Equal Opportunity Employer. M/F/D/V.