

**DRINKER BIDDLE & REATH LLP**  
**DOCKETING SPECIALIST (IP-TRADEMARK)**  
**JOB POSTING**

<b>JOB TITLE:</b> Docketing Specialist (IP-Trademark)	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Docketing Administrator	<b>LOCATION:</b> Washington, D.C.
<p><b>SUMMARY:</b></p> <p>The Docketing Specialist (IP-Trademark) works as part of the docketing team to assist in all aspects of docket department duties and to update/edit the computerized docket system.</p> <p>In accordance with the firm's Client Service Initiatives, a Docketing Specialist must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Process incoming mail: patent and trademark mail (both U.S. and foreign), PTO mail, WIPO correspondence, courier mail and faxes.</li> <li>• Process outgoing mail, review to extract docket information and enter into CPi software.</li> <li>• Prepare and distribute daily, weekly and monthly dockets. Provide last day email reminders to practitioners. Prepare special docket reports as needed.</li> <li>• Process docket updates from practitioners into CPi software and provide necessary follow-up regarding input of calendar events. Clear docket reports in CPi software daily.</li> <li>• Process entry of docketing information into CPi software including analysis of updated docket records to ensure correct assessment of deadlines and accuracy of database.</li> <li>• Monitor email inboxes, make updates to CPi software, respond to practitioner/assistant inquiries and provide docketing information as needed.</li> <li>• Process daily PTO filings, both electronic and paper filings, for both patents and trademarks.</li> <li>• Process file intakes and transfers for both patent and trademark.</li> </ul> <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of docketing software, preferably CPi.</li> <li>• Working knowledge of PTO rules and practices in order to keep docketing procedures current and correct. Ability to access and understand patent and trademark websites around the world in order to verify and complete docket records. Perform status checks on pending patents and trademarks and monitor registrations/patents.</li> <li>• Working knowledge of files in order to review and determine status for docket entry into CPi – both patent and trademark.</li> <li>• Working knowledge of TTAB practices.</li> <li>• Working knowledge of copyright practices.</li> <li>• Excellent time management skills – balance completing priorities and work efficiently under the pressure of meeting multiple deadlines with frequent interruptions.</li> <li>• Accepts responsibility, takes initiative and works independently.</li> <li>• Must be able to work as part of a team as well as independently to manage a variety of tasks.</li> <li>• Great communication skills – read and comprehend instructions (written and verbal); good command of English language (spelling and grammar); conform to prescribed coding style and format in data entry; and respond to common inquiries, suggestions and/or complaints from all personnel.</li> <li>• Great organizational skills and attention to detail.</li> <li>• Ability to work under pressure.</li> <li>• Ability to shift daily tasks to adjust to volume demands and staffing needs.</li> </ul>	

- Extremely consistent in producing quality work.
- Ability to work as a team player with a high degree of professionalism and confidentiality while maintaining a good rapport with attorneys and staff.
- Client service-driven toward internal and external clients.
- Unbiased judgment, sound discretion and openness to the views of others.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Able to quickly grasp the goals, service, culture and strategy of both the firm and the department.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the department's and firm's needs change.
- Flexible and dependable with the ability to work overtime as needed.

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED certificate required.
- College degree a plus.
- Minimum of three to five years of docketing prosecution experience for both trademark and patent docketing to include both U.S. and foreign matters and current knowledge of PTO rules and procedures.
- PAIR/TSDR proficiency needed.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**TO APPLY:** Interested candidates should send a resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Docketing Specialist**" in the subject line for consideration. *No phone calls please.*