



Intellectual Property (IP) Legal Administrator or Paralegal

Job Summary

[Raphael Bellum PLLC](#), a growing IP law firm with offices in Washington, D.C. and Falls Church, VA, seeks an IP Legal Administrator or Paralegal to support our US patent prosecution practice and international patent prosecution and portfolio management.

Responsibilities

- Support a fast-paced team of IP attorneys and registered patent agents
- Ensure strict compliance with ethical guidelines and firm standard procedures
- Demonstrate exceptional teamwork, professionalism, and client service skills

Key Duties

- **Patent Prosecution Support:** Manage an active docket of US and foreign patents and applications, prepare and file documents, and interface with clients and foreign counsel
- **Docketing:** Maintain integrity of docketing database, monitor dates, and ensure timely filings
- **Intellectual Property Portfolio Management:** Monitor and manage foreign counsel correspondence, facilitate completion of application formality requirements, and provide relevant information to support client decision-making
- **Prosecution Research and Support:** Conduct legal research, collect and analyze documents, and support due diligence activities
- **Operational Excellence:** Contribute to firm initiatives, define and execute team policies, and maintain current knowledge of USPTO procedures

Requirements

- 5+ years of patent docketing and/or prosecution administration experience
- General knowledge of Intellectual Property filing and prosecution rules/regulations
- Proficiency in Microsoft Office, USPTO Patent Center, WIPO PCT filing, and various searching software
- Experience with intellectual property docketing systems (CPI preferred)
- Excellent communication, presentation, and organizational skills

What We Offer

- Opportunity to work with a dynamic team of IP professionals
- Predominantly remote work arrangement
- Professional growth and development in a fast-paced environment
- Competitive compensation and benefits, including comprehensive medical, dental, and vision plans with firm-paid options, 401K contribution, Flexible Spending Account (FSA), firm-paid life insurance, firm-paid short- and long-term disability insurance

If you are a motivated and detail-oriented IP professional, we encourage you to apply.

Send your resume and cover letter to Ngoc Fig at ngoc.fig@raphaelbellum.com. We look forward to hearing from you.