

Position Title: Intellectual Property Administrative Assistant
Status: Non-exempt, part-time
Reporting Structure: IP Leader

Job Description

Actuated Medical, Inc. (AMI) is seeking someone for a part time (~20 hours per week) position to assist in the maintenance and growth of AMI's intellectual property (IP) portfolio. The relevant experience required for an **Intellectual Property Administrative Assistant (IPAA)** is a four year technical or business degree or equivalent experience. The IPAA must possess a working knowledge of technical writing, patents and intellectual property. The IPAA has the responsibility of supporting the IP Leader and the other team members in maintaining and growing the AMI patent portfolio. This position has high potential for growth.

Essential Duties and Responsibilities

~90% Intellectual Property Administrative Assistant:

- + Maintain all IP related documentation.
- + Maintain all electronic correspondence between AMI, Patent Attorneys, USPTO and Foreign Associates.
- + Track required action items and important dates.
- + Obtain all IP related document signatures. Including but not limited to powers of attorney, assignments, and declarations.
- + Assist with drafting patent applications.
- + Draft all types of patent-related documents and forms, as well as varied correspondence, memos, and presentations.
- + Perform IP related searches. Freedom to Operate, Prior Art, etc.
- + Coordinate any required interactions between inventors and patent attorneys.
- + Review USPTO office actions and help outline responses.
- + Review patent attorney's responses to USPTO.
- + Inform government or other funders of patent status.

~10% Other Duties as Assigned:

- + Other tasks that meet the needs to grow AMI.
- + Travels as required.

Education/Experience

- + Desire to grow in an organization.
- + Four year business degree, two year business degree with 1-3 years of relevant experience, or 4-6 years of direct experience.
- + Paralegal, Patent Agent or other IP experience desired.
- + Superior communication and attention to detail, both written and verbal.



- + High level of computer competencies, including Excel, Word, PowerPoint, and e-mail.
- + Time oriented and efficient work habits.
- + Team player, resourceful and conscientious, and professional.
- + Integrity, discretion, and respect for confidential information.
- + High level of independent work and exercise good judgment.
- + Embrace changing priorities and work effectively under pressure.
- + Superior management skills with ability to manage a major portion of the company's daily business issue.

Education, Requirements, and Credentials

Maintain necessary education, requirements and credentials to interact with customers, business partners and vendors.

Physical Demands

- + Capable of working in an office environment.

Driving

- + Capable of driving a motor vehicle as necessary for company related travel.