



# Example of Intellectual Property Job Description

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Our growing company is looking to fill the role of intellectual property. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intellectual property

- Select, develop, and manage employees in the department to ensure the efficient operation of the department
- Development and coordination of a variety of projects leading to the generation of IP
- Direct litigation as necessary to assert, or defend, IP
- Develop company policies for the development and protection of IP
- Provide advice and counsel to the legal function and to all levels of management relative to patent related matters, including changes and developments in patent laws
- Value and assess patent portfolios in the course of M&A and/or purchases
- Overseeing the Company's worldwide trademark clearance, registration and enforcement practices, including portfolio management and strategy
- Overseeing the Company's worldwide domain name registration and enforcement practice, including portfolio management and strategy
- Overseeing the Company's worldwide patent portfolio
- Overseeing the Company's copyright and document recordation practice

## Qualifications for intellectual property

- 3+ years of experience with a top firm
- Undergraduate degree in electrical engineering or physics
- Registered with the USPTO
- Licensed to practice in Ohio or eligible for waiver

