



ROLE: Junior Docketing Clerk (Hybrid or Remote)

START DATE: ASAP

This is a newly created position and represents an existing vacancy.

A BIT ABOUT US

PCK Intellectual Property (“PCK”) is a leading boutique IP firm known for its exceptionally strong patent and trademark origination practice, acting directly before CIPO, the USPTO and WIPO. We work with clients across Canada, the U.S., and Europe, protecting innovations in software, telecommunications, medical devices, mechanical engineering, chemistry, and more. Our co-founders are authors of Canadian Patent Law (5th edition), a treatise cited by the Supreme Court of Canada, reflecting our thought leadership in IP law.

We value diversity, inclusion, and a positive, supportive workplace where our team thrives.

THE OPPORTUNITY

We are seeking a Junior Docketing Clerk to join our Support Team in either a hybrid or fully remote capacity. **This is a junior-level role, and prior intellectual property experience is not required.** We are committed to investing significant time and training during the first year to develop the successful candidate’s knowledge and confidence in the role.

This position supports our docketing function, which plays a critical role in maintaining deadlines, managing official correspondence, and ensuring the accuracy and integrity of our records. We utilize a proprietary workflow and document management system designed specifically for the intellectual property profession. The firm has made significant enhancements to this system, including the integration of Artificial Intelligence to improve efficiency and quality control. Using and supporting these tools forms part of the role.

Responsibilities include, but are not limited to:

- Monitor the docketing inbox; review, save, acknowledge, and route incoming correspondence to the appropriate teams for processing.
- Download official correspondence from the USPTO Patent Center and CIPO Design Mailbox.
- Docket all PTO correspondence from CIPO, USPTO, WIPO, and Foreign PTO Offices.
- Maintain organized records of all incoming PTO correspondence, including updating the daily tracking spreadsheet to ensure accuracy and completeness.
- Coordinate with responsible teams to ensure all relevant information is accurately entered into the docketing system.
- Assist with AI-enabled tools (SortSpoke) to docket correspondence.
- Support File Transfer In (FTI) trademark intakes, including conducting conflict checks and filing Appointments of Agent with the Trademarks Office.
- Maintain and update the Centralized Docketing Manual with new correspondence procedures in collaboration with the Lead Docketing Clerk and the Support Team Manager.
- Share responsibility with the Lead Docketing Clerk for creating and maintaining the Name Records database, including creating new records, amending existing records, and updating the parties tab in prosecution files as needed.
- Assist the IDS Clerk with downloading references and updating citation records.
- Support the Maintenance Fee Clerk with reviewing and processing CPA composite reports and saving documents to the appropriate files.

- Conduct status check updates, including Canadian filing receipts and acknowledgements of requests for examination.
- Cross-train with Support Team members to provide backup coverage.
- Perform other related duties as assigned.

THE SKILL SET

- **2-5 years of administrative or clerical experience.** Docketing experience would be considered an asset, but is not required so long as there is a strong willingness to learn.
- ***Exceptional attention to detail - accuracy is critical and non-negotiable in this role.***
- Highly organized, with the ability to manage multiple tasks and deadlines effectively.
- Reliable, accountable, and responsive, particularly in a remote or hybrid environment.
- Trustworthy, with sound judgment and discretion.
- Clear and professional communication skills.
- Ability to work independently while remaining collaborative and team-oriented.
- Strong willingness to accept detailed training and job shadowing in a specialized area of law.
- Comfort working with technology and an interest in learning new systems.
- Curiosity or interest in intellectual property and innovation is considered an asset.
- Positive attitude, flexibility, and ability to adapt in a fast-paced environment.

BENEFITS

- Hybrid or remote setting.
- Competitive benefits, including health, dental, life insurance, and an employee assistance program.
- 3 weeks' vacation, 4 personal days, birthday off.
- Casual, friendly work culture and company events.

COMPENSATION

Expected salary range: **\$35,000 - \$45,000 per year**, commensurate with experience.

APPLICATION PROCESS

Artificial intelligence tools may be used in the recruitment and selection process to assist with screening applications.

HOW TO APPLY

Submit your cover letter and résumé either online here or to hr@pckip.com. Reference letters are also welcome.

PCK is committed to accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify us at hr@pckip.com.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.