



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

Announcement Number: **PTO-04-002**
Issue Date: **1/30/04**
Closing Date: **12/31/04**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Patent Examiner (Chemical
Engineering/Material Science)
GS-1224-5/7/9/11
Full Performance Level GS-13
Multiple positions
Competitive Service
POPA bargaining unit position

VACANCY LOCATION

Patent and Trademark Office
TECHNOLOGY CENTER 1700

AREA OF CONSIDERATION

All Qualified Candidates
DOC Surplus, Displaced Employees in
local commuting area
7

DUTIES:

Reviewing patent applications to assess if they comply with the basic format, rules, and legal requirements, determining the scope of the protection claimed by the inventor, researching relevant technologies to compare similar prior inventions with the invention claimed in the patent applications, and communicating the examiner's findings to patent practitioners/inventors with reasons on the patentability of applicant's inventions. Patent Examiners are responsible for the quality, productivity, and timely processing of patent applications, which is the basis of their performance evaluation.

QUALIFICATION REQUIREMENTS: US CITIZENSHIP IS A REQUIREMENT FOR THIS POSITION: Chemical Engineering and Materials Science positions require a four-year course of study leading to a bachelor's degree from an accredited college or university. For a detailed explanation of other ways to qualify refer to the Qualification Information Statement (QIS) attached to end of the vacancy.

STATUS CANDIDATES WILL BE CONSIDERED AS NON-STATUS UNDER THE DELEGATED EXAMINING AUTHORITY.

ALL CANDIDATES WILL BE REQUIRED TO SERVE A 1-YEAR PROBATIONARY PERIOD 5CFR315.801(1).

For CTAP and ICTAP, well qualified means that the applicant is eligible, qualified, and clearly exceeds Qualification requirements for the position as demonstrated by either: (1) meeting selective and Qualify ranking factor levels as specified by the agency; or (2) being rated above the minimally Qualified under the agency's specific rating and ranking process. Candidates will be rated well Qualified if they score 85 or above based on their responses to the occupational questions in the Patent examiner employment application.

EVALUATION OF QUALIFIED CANDIDATES: EACH CANDIDATE WILL BE EVALUATED ON THE BASIS OF EDUCATION, EXPERIENCE, TRAINING AND COMMUNICATION SKILLS.

HOW TO APPLY: ALL APPLICANTS ARE TO APPLY USING THE ON-LINE EXAMINER EMPLOYMENT APPLICATION AT: WWW.USPTO.GOV. USING THE SCROLL DOWN ARROW UNDER FIRST TIME VISITORS CLICK ON JOB/NEW HIRES, CLICK ON EMPLOYEE ANNOUNCEMENTS, THEN ON-LINE EXAMINER EMPLOYMENT APPLICATION. IF YOU DO NOT HAVE ACCESS TO THE INTERNET, PLEASE CALL 1-800-786-9757 BETWEEN THE HOURS OF 8:30 AM AND 5:00 PM TO REQUEST A COPY OF THE PATENT EXAMINER EMPLOYMENT APPLICATION.

FOR SPECIFIC INFORMATION CALL: -Lanett Williams (703) 305-9013 TDD# 1-800-828-1120 or Relay System
For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Office of Human Resources
Box JARS
Washington, DC 20231

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive CPK1 - 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.

2. Personal information

- a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
- b. Social security number
- c. Country of citizenship
- d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
- e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
- f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
- g. Highest federal civilian grade held, including job series and dates held.

3. Education

- a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
- b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

4. Job-Related Work Experience (Paid and Non paid)

- a. Job title (include series and grade if Federal)
- b. Duties and accomplishments
- c. Employer's name and address
- d. Supervisor's name and telephone number
- e. Starting and ending dates (month and year)
- f. Hours per week,
- g. Salary
- h. Indicate if we may contact your current supervisor.

5. Other Qualifications

- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

QUALIFICATION INFORMATION STATEMENT (QIS)

PATENT EXAMINER GS-1224

ALL DISCIPLINES

DUTIES

Patent Examiners perform professional, scientific, technological, and legal work involved in the examination and disposition of applications for patents for the Patent and Trademark Office of the United States Department of Commerce. They grant or deny patents based on the claims stated within the patent application. Patent Examiners use scientific concepts, engineering techniques as well as industrial arts techniques. They are also responsible for enforcing the legal aspects of the patent examining process.

BASIC QUALIFICATIONS REQUIREMENTS FOR PATENT EXAMINER DISCIPLINES - GS-5

For an explanation of alternate ways of qualifying under a combination of education and experience refer to the Qualifications Standards Handbook (X-118) available in the PTO Office of Human Resources.

BIOLOGY

Completion of a four-year course of study leading to a bachelor's degree in biology, or a related area of study that included at least 24 semester hours in biology.

MICROBIOLOGY

Completion of a four year course of study leading to a bachelor's degree in microbiology; or completion of a four-year course of study leading to a bachelor's degree in biology, chemistry, or basic medical science. This course of study must have included at least 20 semester hours in microbiology and other subjects related to the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent.

BIOCHEMISTRY

Completion of a four-year course of study leading to a bachelor's degree in biochemistry or a related area of study that included at least 24 semester hours in Biochemistry.

CHEMISTRY

Completion of a four-year course of study leading to bachelor's degree in chemistry, physical science, life sciences or engineering that included 30 semester hours in Chemistry, supplemented by coursework in mathematics including differential and integral calculus, and at least 6 semester hours of physics.

PHYSICS

Completion of a four-year course of study leading to a bachelor's degree or possession of a bachelor's degree in physics or a related area of study that included 24 semester hours in physics. The 24 semester hours must include a fundamental course in general physics and courses in two of the following: electricity and magnetism; heat, light mechanics; modern physics and sound.

PHARMACOLOGY

Completion of a four-year course of study leading to a bachelor's degree in biological, medical, veterinary or physical science, or in a pharmacology, that included at least 30-semester hours in chemistry and physiology and 12 semester hours in pharmacology.

COMPUTER SCIENCE

Completion of a four-year course of study leading to a bachelor's degree or possession of a bachelor's degree in computer science or a related field of study.



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This course of study must have included 30 semester hours in a combination of mathematics, statistics and computer science, and at least 15 of the 30 hours in combination of statistics and mathematics that includes differential calculus.

ENGINEERING DISCIPLINES:

The Engineering Option covers the following occupations:

Aerospace Engineer Electronics Engineer

Agriculture Engineer General Engineer

Biochemical Engineer Industrial Engineer

Biomedical Engineer Materials Engineer

Chemical Engineer Mechanical Engineer

Ceramic Engineer Mining Engineer

Computer Engineer Nuclear Engineer

Civil Engineer Petroleum Engineer

Electrical Engineer

Basic Requirements for GS-5:

1. Degree: Professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential calculus and courses (more advanced than first year physics and chemistry) in five of the following seven areas of engineering science or physics: 1) statics, dynamics; 2) strength of materials (stress-strain relationships); 3) fluid mechanics, hydraulics; 4) thermodynamics; 5) electrical fields and circuits; 6) nature and properties of materials (relating particle and aggregate structure to properties); 7) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. 2. For more information on how to qualify based on a combination of education and experience - see the DPM Qualification Standards Handbook available in the PTO Office of Human Resources

Academic Qualification Requirements for GS-5:

Bachelor's degree and Superior Academic Achievement: a bachelor's degree in one of the fields described above and one of the following Superior Academic Achievement provisions:

Grade point average: Grade point average (GPA) of at least 2.66 out of a possible 4.0 for all courses completed during your entire undergraduate education or during the final 2 years of your undergraduate curriculum.

Honor Society Membership: Election to membership in one of the national scholastic honor societies (other than freshman honor societies) recognized by the Association of College Honor Societies.

Academic Qualification Requirements for GS-7:

Bachelor's degree and Superior Academic Achievement: a bachelor's degree in one of the fields described above and one of the following:

Superior Academic Achievement provisions:

Rank - Rank in the upper one-third of your graduating class in the college or university, or major subdivision (e.g. School of Engineering) based on completed courses; OR

Grade point average: Grade point average (GPA) of at least 3.0 (2.95 or better) out of a possible 4.0 for all courses Completed during your entire undergraduate education or during the final 2 years of your undergraduate curriculum; OR a GPA of 3.5 out of a possible 4.0 for all courses completed in major field of study during the entire undergraduate education or the required courses in the major completed during the final 2 years of the curriculum; or

Honor Society Membership: Election to membership in one of the national scholastic honor societies (other than freshman honor societies) recognized by the Association of College Honor Societies.

Qualifying with Graduate Education

GS-7: In addition to meeting the basic qualification requirements for education, you must have at least one full year of graduate level education in biochemistry, biology chemistry, microbiology, computer science, material science, pharmacology, physics, polymer science, law, or one of the engineering fields.

GS-9: In addition to meeting the basic qualification requirements for education, you must have at least two years of Progressively higher graduate level education in biochemistry, chemistry, material science, pharmacology, physics, polymer science, or one of the engineering fields, or a master's degree or



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equivalent degree, or a Juris Doctorate or higher degree from a recognized law school.

GS-11: In addition to meeting the basic qualification requirements for education, you must have at least three full years of progressively higher-level graduate education in biochemistry, chemistry, material science, pharmacology, physics, and polymer science, or one of the engineering fields, or a Ph.D. or equivalent degree.

Note: Professional experience may be substituted for education

Updated: 12-12-00

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