



FORM CD-260  
REV. 6-86  
DAO 202-335

**MERIT PROGRAM**

Announcement Number: **PTO-04-130**  
Issue Date: **09/15/04**  
Closing Date: **11/15/04**

# VACANCY ANNOUNCEMENT

**TITLE, SERIES, AND GRADE**

Secretary  
GS-0318-8/9  
Full performance level: **GS-9**  
One position  
Competitive Service  
Non Bargaining unit

**VACANCY LOCATION**

U.S. Patent and Trademark Office  
Office of the General Counsel  
Office of the Deputy General Counsel  
for General Law  
Arlington/Alexandria, VA

**AREA OF CONSIDERATION**

General Public (Non-Status)  
PTO Employees with Status  
Current Federal Employees with Status  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees  
in local commuting area

## AMENDMENT

**This announcement is amended to extend the original closing date to November 15, 2004 (11/15/04)**



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***Duties:***

Serves as the principal office assistant to the Deputy General Counsel for General Law. Receives and refers telephone calls and visitors. Maintains the Deputy General Counsel's for General Law appointment schedule and files. Arranges meetings, including space, time and staff. Reviews, routes and controls mail retaining items of special importance for personal attention of the Deputy General Counsel for General Law. Reviews documents, including legal documents for proper grammar, construction and format. Assembles, copies and mails legal documents to be filed in various courts. Makes arrangements for travel and training for the Office of General Law, and prepares related travel vouchers, training forms and reports. Serves as the time and attendance manager for the Office of the Deputy General Counsel for General Law. Maintains office files and records for the Office. The incumbent provides clerical assistance to USPTO General Law Attorneys in the performance of their mission. Provides clerical assistance, including copying documents at the request of Labor Law attorneys, maintains labor law files, including, but not limited to, MSPB and EEOC cases litigation files, and various administrative files. The incumbent also assists in receiving and docketing Freedom of Information Act (FOIA) requests to the United States Patent and Trademark Office (USPTO).

***Summary of Qualification Requirements:***

Applicants must have had **one year of specialized experience** which has equipped them with particular knowledge, skills and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Specialized experience is experience that demonstrates progressively complex and responsible assignments involving the performance of a wide variety of office and administrative support duties. An example of qualifying experience includes work as an office manager or executive assistant performing office administrative and management duties in support of a senior level official. The specialized experience is **equivalent to the next lower grade in the Federal Service**. Status applicants/applicants who have held a General Scheduled (GS) position within the last 52 weeks **MUST** meet time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

**Evaluation of Qualified Candidates:** will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of grammar, spelling, punctuation, and required correspondence format including organizational requirements on style and format, and travel regulations in order to review and release executive level documents.
2. Ability to oversee office administrative support functions in an executive office environment sufficient to perform non-routine assignments such as: scheduling and maintaining an executive calendar; coordinating various office projects; scheduling meetings and attendees; preparing itineraries, vouchers and reports for international travel; and managing multiple work priorities in order to meet deadlines.
3. Skill in the use of a variety of office automation software programs, tools and techniques to support office operations and produce a variety of documents, such as letters, reports, spreadsheets, databases, and graphs.
4. Ability to maintain executive, litigation, and project files including: safeguarding and maintaining confidentiality of files and information received, and records storage and retrieval procedures.

**HOW TO APPLY - SUBMIT THE FOLLOWING:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (**Status Candidates Only**)
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted. If the grade level is **not** indicated, candidates will be considered **only** at the highest grade for which qualified.
4. **Status** candidates who want to be considered under **both** merit promotion and competitive procedures must submit **two** complete applications. **If** only one is received, it will be considered under the merit promotion announcement.
5. Statement of qualifications relating to each of the **Ranking Factors**.

Applications submitted by mail with a postmark of on or before the closing date of the announcement will be considered **only if** received in the USPTO, Office of Human Resources, five (5) working days after the closing date of the announcement.

**FOR SPECIFIC INFORMATION CALL: Bonnie Guzman (703) 305-8516 or Ronald Taylor (703) 305-4324  
TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**  
US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**  
US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA

## 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.
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.