

NON-STANDARDIZED

<p><u>JOB DESCRIPTION</u></p> <p>CONTRACTUAL POSITION in the Intellectual Property Office, Ministry of Legal Affairs</p>	
JOB TITLE: <u>Technical Examiner</u>	
JOB SUMMARY:	
<p>The incumbent will be required to conduct the substantive examination of applications for patents, industrial designs, utility certificates, new plant varieties and integrated circuits. Work also includes the provision of patent information services to the public and the promotion of inventiveness among citizens of Trinidad and Tobago and related public education.</p>	
REPORTS TO:	Manager Technical Examination
SUPERVISION GIVEN TO:	Assistant Patent Examiner, Business Operation Assistants, Office Support Assistants
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Conducts substantive search and examination of Patents, Utility Models, Industrial Designs, Layout Designs (topographies) of Integrated Circuits and New Plant Varieties • Submit to the Manager, Technical Examination written statements of reasons for decisions in reviews of substantive examinations of applications and amendments for Patents, Utility Models, Industrial Designs, Layout Designs (topographies) of integrated circuits and New Plant Varieties • Assists the Manager, Technical Examination in advising the Controller on technical/scientific issues relating to industrial property, especially in the new areas of biotechnology patents and new plant varieties for genetically modified organisms • Assists the Manager, Technical Examination in attending to the Minister responsible for Intellectual Property to give advice as necessary and in the provision of Industrial Property Technical Information Services. <p>Administer Industrial Property patent information services:</p> <ul style="list-style-type: none"> • Provide patent technical information to applicants and users of the information (e.g. Researchers, UWI, advertisers, students and manufacturers) • Make presentations to user groups on the value and use of patent information to their industry • Conduct prior art searches for users either in-house or using the Industrial Property Information Services of the World Intellectual Property Organization • Provide direct advice regarding commercialization of industrial property • Assists the Manager, Technical Examination to supervise and train experienced clerical, technical 	

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and professional subordinate staff and prepares staff reports when Manager, Technical Examination is out of the office. Supervision given to:

- a) Assistant Patent Examiner
 - b) Senior Intellectual Property Technician
 - c) Intellectual Property Technician (4)
- Confers with Manager, Technical Examination on the examination and other relevant staff of other national offices and secretariats for International Conventions of Intellectual Property or related subjects to which the Country is a party (e.g. World Intellectual Property Organization (WIPO), and the Patent Cooperation Treaty (PCT))
 - Assists the Manager, Technical Examination in providing expert advice to the High Court on technical aspects of the examination and grant of Patents, Utility Models, Industrial Designs, Layout Designs (topographies) of Integrated Circuits and New Plant Varieties
 - Makes presentations to user groups on the value and use of patent information to their industry

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of patents, industrial designs, integrated circuits and new plant variety legislation
 - Knowledge of Administrative Instructions under the Patent Cooperation Treaty with respect to Receiving Offices and Elected Offices
 - Considerable knowledge of the International Patent Classification System and the Locarno Classification for industrial designs
 - Knowledge of Microsoft Office Suite.
- « Ability to supervise experienced technical subordinate professionals and clerical employees
- « Considerable knowledge of the relevant computer databases: PatentScope, IPAS, ARTICLE 6ter and WIPO Global Database.

SKILLS AND ABILITIES:

- Must be computer literate (Microsoft Word)
- Good interpersonal Skills
- Capable of formulating and executing presentations.

MINIMUM EXPERIENCE AND TRAINING:

- Undergraduate degree in a technical or scientific subject
- Experience in patent examination
- Experience working in an Intellectual Property Office.