INFORMATION SPECIALIST – PATENTS

Energy Abstracts has an immediate opening for a full-time Information Specialist-Patents for Petroleum Abstracts which is an abstracting and indexing service that enables users to search the world’s petroleum literature to quickly and easily identify, and ultimately acquire published works that are most.

The selected candidate will work in the Petroleum Abstracts Division with offices located at the University of Tulsa campus and report to the Managing Editor in the Scientific and Technical Analysis Group. This candidate will perform subject analysis tasks on assigned patents, journals, and papers pertaining to the theory, equipment, and procedures used in engineering for petroleum exploration and production.

Essential Duties and Responsibilities
Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

- Reviewing patent sources and literature items and selecting appropriate material for inclusion in the Petroleum Abstracts Bulletin, TULSA database, and its associated search aids.
- Performing abstracting, indexing, and other content analysis functions needed to produce information products.
- Acting as liaison with contract personnel engaged in the abstracting, indexing, and English-language translation of petroleum engineering patents.
- Verifying work results for technical accuracy and completeness prior to submitting for final editorial processing.
- Contributing to the maintenance and development of the controlled vocabularies of the Exploration and Production and the Geographic Thesaurus.
- Helping Geosciences, and the editorial staff resolve questions concerning petroleum engineering terminology, theory, and usage related to exploration, drilling, production and pipelining technology.
- Reworking titles, terms, and abstracts as necessary to clarify and expedite the processing of translated foreign materials.
- Training new employees and contract personnel in the Engineering section. Selecting representative materials for processing, checking work results, and providing constructive feedback.
- Attending professional meetings to network with peers and maintaining current awareness of ideas, discoveries, procedures, and publications in the field of petroleum technology.
Knowledge and Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➢ Demonstrate professionalism and diplomacy in interpersonal relationships
➢ Support and embrace diversity and inclusiveness
➢ Ability to be present in the office, as requested
➢ Regular weekday (Monday-Friday) attendance/availability is required during core business hours
➢ Ability to work additional hours, if necessary
➢ Ability to pass a background check

Education, Work Experience and/or Licensure
➢ US Citizenship or Permanent Residence Status required
➢ Bachelor’s degree in petroleum engineering or related technical discipline
➢ A minimum of twenty-four (24) months of industry experience related to the practical application of petroleum engineering theory, equipment, and technologies;
➢ Knowledge of current terminology used in petroleum exploration and production technologies;
➢ Practical experience with patent literature related to oil and gas exploration and production; knowledge of the elements of patents and online patent sources including USPTO, WIPO, EPO, and others are highly desirable/preferred

Language Skills
➢ Excellent English language oral and written skills

Energy Abstracts offers a competitive salary that is based on education and experience.

To Apply:
• Email your resume and a cover letter to: EAoportunities@cig.com
• In the subject line of your email enter: “Information Specialist-Patents”
• Only qualified candidates should apply
• NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer