

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Docuzip Assistant	<b>Job Code:</b>	80400
<b>Job Function:</b>	Staff	<b>Grade:</b>	112
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	2/5/14

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**Job Summary:**

Assist with the daily general operations of the Polsky Docu-Zip station. Assist with the maintenance of self service copiers throughout campus.

**Essential Functions:**

- 50% Operate the Polsky Docu-Zip single handedly. Complete daily worksheets, inventory and customer sales.
- 20% Assist with daily worksheets, deposits and scheduling. Maintain equipment and work flow.
- 20% Assist with media duplication, scheduling and producing.
- 10% Assist with maintaining self service copiers throughout campus when possible. Perform meter readings and general maintenance.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

N/A

**Experience:**

Requires a minimum of 6 months experience as an office assistant or clerical experience.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.