

The University of Akron
Classification Specification

Job Title:	Intellectual Property Records Processor	Job Code:	48826
Job Function:	Staff	Grade:	115
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	8000 Academic Services Division	Date:	4/12

Job Summary:

Provide maintenance, data entry and processing support for intellectual property forms/correspondence, agreements and confidential documents to maintain electronic and paper files.

Essential Functions:

60%-75% Perform data entry duties relating to intellectual property related records.

15%-25% Assist with special projects and participates in the implementation and maintenance of department policies, procedures and systems.

15%-20% Respond to routine questions and problems from the general public and University personnel.

10%-30% Compile data for reporting, analysis and processing of related paperwork.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in data entry. Incumbent should possess a high degree of accuracy and be detail oriented. Basic computer skills including word processing, spreadsheet, and related software packages are required. Legal background preferred.

Leadership:

No authority or responsibility for the supervision of others but must be able to direct others on daily operations and review for accuracy and consistency.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

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.

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.