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.