



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

DATA ENTRY TECHNICIAN (LEVEL 2)-NOT VACANT

(\$733,248.00 -\$916,560.00 per annum)

JOB PURPOSE:

Under general supervision of the Assistant Manager, Patents, the Data Entry Technician utilizes the computer and peripherals for the input of data and information and for the production of reports, papers, briefs and other documents. The post provides support with other related clerical and data related duties.

KEY OUTPUT

- Data and Information keypunched.
- Databases and computer files established and maintained.
- Reports, briefs, papers and other documents produced.
- Information recorded on certificates and other documents.
- Malfunctioning computers and peripherals reported.
- Information checked for possible anomalies.
- Statistical and other reports collated and maintained.
- Indexed and cross referenced files maintained.
- Data tracking system established and maintained.
- Advice and information provided.
- Documents copied and printed as required.
- Records edited and updated.
- Files, data, documents and records verified
- Documents scanned and uploaded to the Intellectual Property Automation System (IPAS).
- Files from the Registry requested as the need arises.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Examines and interprets source documents and user manuals for the establishment of databases and computer files.
- Establishes and maintains databases and computer files according to specifications.
- Edits and codes source documents in accordance with specified standards.



- Keypunches and verifies data and text according to source documents and keypunching instructions.
- Enters information on files concerning applications for the registration or grant of respective individual property rights as well as renewals, miscellaneous modifications and refunds of protection.
- Produces reports, briefs, papers and other documents.
- Records information on certificates and other documents.
- Checks for possible anomalies during entry.
- Produces computer processed outputs.
- Examines work for accuracy and completeness.

MINIMUM REQUIRED EDUCATION AND EXPERIENCES

- Four (4) CXC/GCE O' level including English Language, Mathematics and Information Technology or the equivalent qualifications
- and
- One (1) year experience in data entry and use of Office Application products.
 - Certificate in Data Entry or Information Technology would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical work environment

Applications accompanied by resume should be submitted **no later than Friday, February 4, 2022** to:

**Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10.**

**Email: hrma@jipo.gov.jm
Fax: 927-6744**

Please note that we thank all for responding, but only short listed applicants will be contacted.