

## COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine technical work involving responsibility for the operation of an electronic computer and related peripheral equipment in a computer center. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under direct supervision of a higher level supervisor or administrator. Supervision over others is not normally a responsibility. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;

Makes routine adjustments to machines and performs related clerical duties in connection with machine operations;

Studies program operating instructions to ascertain the proper operational procedures and requirements of each project to be processed;

Maintains files and manuals or similar materials on systems operating procedures;

Works with various employees involved in preparation of data for computer storage and processing;

Consults with superiors and reports problems and deviations affecting work load and scheduling;

Observes indicators on the console and peripheral equipment and takes necessary steps to verify proper function throughout test and production runs;

Analyzes machine stops and takes appropriate action;

Tests equipment prior to use;

May assist in checking out new programs and correcting program errors;

Keeps production and machine efficiency records;

May lead and direct temporary or part-time employees;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices used in the operation of computer peripheral equipment such as key punch, sorter, reproducer and interpreter; ability to operate and make minor adjustments to an electronic computer and related peripheral equipment; ability to understand and interpret written material; mental alertness; accuracy; dependability.

### MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of data processing experience; or
- b) Completion of a course in data processing and two (2) years of experience in the operation of data processing equipment; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.