

COMPUTER OPERATOR I

NATURE OF WORK IN THIS CLASS:

This is entry level technical work in the operation of electronic data processing machine and other peripheral equipment.

Employees in this class perform routine duties independently after initial training and work under closer supervision on more complex assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives and reviews schedule of job assignments.

Performs initial program loader procedure which involves setting up time, date and less difficult assignments of the system.

Loads job to computer as scheduled; checks initial machine output for desired result in accordance with designed specification and continues machine operation if there are no discrepancies.

Records completed job and provides work output to supervisor for review and distribution.

Provides information labels to file in the disk, tapes or diskettes; catalogs and stores physical volume of files in designated areas.

Maintains sets of job control statement according to job requirement.

Assists higher level employees in moderately complex computer operation to acquire the techniques and skills.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the practices, procedures and techniques of electronic data processing.

Knowledge of peripheral equipment operation.

Knowledge of modern office practices and procedures.

Ability to think in terms of computer logic.

Ability to follow oral and written procedures of a technical nature.

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Ability to work effectively with the public and employees.


Ability to communicate effectively, orally and in writing.

Ability to develop skill involving difficult computer operations.

MINIMUM EXPERIENCE AND TRAINING:

- a) Six months of experience in the calculation of numerical data, tabulating machine operation, electronic machine operation and complex office machine operation; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission