

COMPUTER OPERATOR II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the operation of electronic data processing machines and peripheral equipment.

Employees in this class perform moderately complex electronic data processing machine operations independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

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 include.)
Receives and reviews schedule of moderately complex job assignments involving several phases of computer operations.

Reviews flow charts and codes to determine correct machine application.

Manipulates control switches on control panels, storage devices, printers, readers, and prepares machine operations in accordance with detailed instructions.

Loads jobs to computer; reviews initial machine output for desired result and continues machine operation if there are no discrepancies.

May alter priority of job by changing class through the console.

Provides information labels to files in the disk, tapes or diskette.

Catalogs and stores physical volume of files in designated areas.

Maintains sets of job control statement according to job requirement.

May train lower level computer operators.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of electronic data processing machine and peripheral equipment.

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

Knowledge of moderately complex flow charts involving computer operations or procedures.

Ability to think in terms of computer logic.

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Ability to identify various switches, devices of the computer, and uses of the peripheral equipment.

Ability to make assignments to symbolic and physical devices.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of experience as a computer operator; 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