

## COMPUTER OPERATOR TRAINEE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving responsibility for undergoing on the job training in the operation of a large computer. The employee is appointed for a training term during which he/ she receives instruction from a higher level operator in the operation of the computer. At first, the work of the employee is performed under the immediate supervision of a higher level computer operator but as the Trainee becomes more experienced, he/ she takes on more independent responsibility for each facet of computer operation. Upon satisfactory completion of the training term, the Trainee is appointed to the title of Computer Operator. Supervision is not a function of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities described below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Learns and assists in the operation of an electronic computer and auxiliary equipment such as card readers and punches, disc drives, printers and tape drives;

Performs study and reading assignments related to computer operations;

Learns and assists in the monitoring of the computer console and receives instruction in analyzing potential problems and taking corrective action;

Learns and assists in maintaining records of production runs;

Learns and assists in the maintenance of the tape library and program files;

Learns and assists in the checking of output to ensure proper format;

Interprets and follows instructions of operating manuals;

Learns to and assists in the baking up of system data unto tape for storage in the tape library;

Operates on occasion a data entry machine to key needed job, data, run and parameter cards.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the operation of electronic data processing systems and auxiliary equipment; working knowledge of data processing terminology; some knowledge of the principles and applications of data processing; ability to understand and interpret technical operating manuals; ability to operate a data entry machine; mental alertness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Six (6) months of experience in a computer center in which a large data processing system (e.g. IBM 370) is in use; **OR**

B. Satisfactory completion of a course in data processing in which the student is given a technical orientation to computers.

ULSTER COUNTY  
1600 CMP OP TR  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: May 12, 1981