COMPUTER OPERATOR

DISTINGUISHING FEATURE OF THE CLASS: This is a technical position involving responsibility for the operation of a computer. An employee in this class is under general supervision of upper level personnel with independent judgment exercised in the technical aspects of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical activities listed 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.

Operates an electric computer and auxiliary equipment such as disk drives, printers and tape drives;

Enters job, date and parameter cards into the computer for production runs;

Checks out put and print out to ensure proper format;

Backs up system data onto tape that is stored in the tape library;

Monitors computer console and takes appropriate action to satisfy any messages requested;

Maintains records of production runs and other incidental data;

Maintains tape library and program files;

Notifies appropriate personnel in the event of system or equipment failure as revealed by computer console;

Interprets and follows instructions of operating manual;

Operates data entry machine on occasion to keep needed job, date, run and parameter cards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of electronic data processing systems and auxiliary equipment; good knowledge of data processing and terminology; working 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. Thirty (30) semester credit hours from a regionally accredited or New York State registered college or university, nine (9) of which must be in computer science or a closely related field; **OR**

B. One year of experience as a Computer Operator in a data center equivalent to that of Ulster County in size, scope and complexity; **OR**

C. Satisfactory completion of a training period as a Computer Operator Trainee. This training
period shall be not less than six (6) months nor more than twelve (12) months in duration;
OR

D. An equivalent combination of A, B, or C above.

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Grade: 11   Revised: June 3, 1985
Union: CSEA   Revised: June 26, 1996