

## **MACHINE OPERATOR (INFORMATION SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a variety of manual and clerical tasks related to: processing of computer produced output, equipment maintenance and delivery, and inventory of forms and supplies. The work is performed under general direction of the Senior Computer Operator in accordance with well defined procedures. Supervision over the work of others is not a responsibility of an employee in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work 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 a variety of data processing equipment including but not limited to printers, delevers and bursters;

Operates a light motor vehicle, such as a car or van, transporting supplies and equipment as directed;

Performs basic equipment diagnostics and maintenance when required;

Checks incoming supplies and equipment against bills, vouchers and requisitions to ensure proper receipt and approval for payment;

Responsible for quality control on computer produced reports;

Performs a variety of routine manual tasks such as loading and unloading vehicles;

Controls the Information Services forms inventory;

May perform routine tasks in connection with the operation of a computer.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the operation of forms handling equipment; good knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment; good knowledge of inventory record keeping and control; good knowledge of the operation of a motor vehicle, and related vehicle and traffic laws; ability to understand and follow oral and written directions; honesty; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; **OR**

B. Two (2) years of clerical experience.

Note: At time of appointment, must be in possession of a valid New York State Motor Vehicle Operators license.

ULSTER COUNTY  
4120 MACH OP IS  
Classification: Competitive  
Grade: 8  
Union: CSEA

Adopted: July 29, 1988