COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the operation of an electronic computer and related peripheral equipment. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under general supervision in accordance with definitely defined procedures. Supervision is available for consultation on unusual problems and to provide instruction on new or difficult assignments. A Computer Operator does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;
- Makes routine adjustments to machines and performs related clerical duties in connection with machine operations;
- Studies program operating instructions to ascertain the proper operational procedures and requirements of each project to be processed;
- Maintains files and manuals or similar materials on systems operating procedures;
- Works with various employees involved in preparation of data for computer storage and processing;
- Consults with superiors and reports problems and deviations affecting work load and scheduling;
- Observes indicators on the console and peripheral equipment and takes necessary steps to verify proper function throughout test and production runs;
- Analyzes machine stops and takes appropriate actions;
- Tests equipment prior to use;
- May assist in testing out new programs and correcting program procedures;
- Keeps production and machine efficiency records;
- Performs various clerical tasks such as filing and inventory control.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge in the use and operation of an electronic computer; good knowledge of the principles and practices used in the operation of computer peripheral equipment such as key punch; ability to operate and make minor adjustments to an electronic computer and related peripheral equipment; clerical aptitude; ability to understand in interpret written material; mental alertness; accuracy; dependability; good physical condition.

<u>M</u>INIMUM <u>Q</u>UALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course of instruction in the basic elements of data processing equipment and procedures;

OR

B.) Six months of experience in the operation or in a position directly supporting the operations of electronic data processing computers or peripheral equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 10/5/88

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