

EDP AIDE (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves repetitive manual tasks and the observation, for proper functioning, of peripheral computer equipment used in printing a variety of computer generated reports. The position does not involve responsibilities for the operation of electronic computers. Duties are performed under general supervision with a supervisor available if problems arise. An Electronic Data Processing (EDP) Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Observes printers to detect creases, tears, printing defects, and machine malfunctions;
- Tears and separates forms generated by printing equipment;
- Collates and sorts reports for distribution to appropriate locations;
- Packages and readies reports for mailing and/or distribution;
- Operates motor vehicle in making deliveries of reports to banks, post office, and other locations;
- May, on occasion, assist in inputting data into computer terminal;
- May perform various basic clerical duties such as filing and sorting mail and messages.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of the workings of computer peripheral equipment utilized in electronic printing; skill in the operation of a motor vehicle; ability to read, write, and follow oral directions; good powers of observation as they relate to proper functioning of computer peripheral equipment; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of at least a Class 5 New York State Motor Vehicle Operator's License.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/23/91