COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine 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 direct supervision of a higher level supervisor or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:
Operates a computer and peripheral equipment in compiling and processing data;
Tests equipment prior to use and makes routine adjustments;
Performs necessary functions to back-up data in the system and assist in recovery
    procedures;
Maintains a file of systems operating instructions and files up-dates to the operating
    instruction book;
Consults with supervisor and reports any problems and deviations affecting workload or
    schedule;
Notifies vendor of malfunction of equipment;
Performs minor equipment maintenance and cleaning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the functions and operating capacity of the computer including related hardware operation; good knowledge of the operation of high speed printers and other peripheral equipment; good knowledge of the operating system and the generation of instructions to run jobs; ability to maintain and read operating manuals, particularly in reference to new operating instructions; ability to perform simple, routine maintenance and cleaning.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience in the operation of a computer and monitoring system performance utilizing a console and online terminals.

NOTE: An Associate's degree or higher in Computer Science, Information Technology or a closely related field may be considered fully qualifying.

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Competitive