

COMPUTER OPERATOR TRAINEE

DEFINITION

To perform a variety of technical and skilled tasks in the operation of data processing equipment.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Computer Operator series. Work involves the responsibility for assignments that usually fit a pattern which has been established and explained before work is started. While incumbents are expected to exercise independent judgment in dealing with project problems, the work is observed and reviewed both during its performance and upon completion. Computer Operator Trainees are considered to be in a continued training status and as assigned responsibilities and breadth of knowledge increase with experience, may reasonably expect their positions to advance to the next higher class of Computer Operator.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Data Processing Operations Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operate computers and related equipment including data entry machines according to established schedule of repetitive production jobs.

Observe and monitor computer operations in progress.

Receive and respond to routine user inquiries.

Identify necessary preventative and corrective equipment maintenance; perform routine cleaning and maintenance of equipment.

Order supplies and maintain inventory of computer paper and forms.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Data processing equipment systems and procedures.

Computer equipment maintenance.

(Over)

Skill to:

Operate computers and related equipment.

Analyze data.

Understand and carry out both written and oral instructions.

Learn to operate the data processing entry equipment utilized by the District.

Perform mathematical calculations with speed and accuracy.

Operate data entry equipment.

Work within stringent time limits.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience operating computers similar in size and complexity to the equipment utilized by the District.

Education:

Equivalent to completion of the twelfth grade.