

COMPUTER OPERATOR

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Computer Operator series. Positions in this class require prior computer operations work experience sufficient to permit the employee to work productively without extensive training. Work involves responsibility for the application of highly technical knowledge and skills related to various computer operations problems. Responsibilities include organizing and performing complex operations work within established schedules and standards using independent judgment and solving overall operation problems.

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:

Shut down teleprocessing system to prepare for daily production work; back up production work files.

Check daily input for accuracy and completeness; monitor computer consoles and peripheral equipment for error messages.

Print out reports and analyze for accuracy and completeness.

Notify appropriate personnel of hardware problems; confer with programmers to aid in debugging; perform minor maintenance on hardware.

Perform special requests or test jobs for programmers.

Clean computer peripheral equipment and computer room.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Data processing equipment systems and procedures used by the District.
Computer equipment maintenance.

(Over)

Skill to:

Operate the computers and related equipment used by the District.
Understand and carry out both oral and written instructions.
Operate data entry equipment.
Perform mathematical calculations with speed and accuracy.
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:

Two years of experience performing duties equivalent to those assigned to a Computer Operator Trainee in the District.

Education:

Equivalent to completion of the twelfth grade.