

## COMPUTER OPERATOR I

### NATURE OF WORK

This is entry-level work in the operation of computers and other data processing equipment.

Work involves the operation and control of computing systems by means of computer consoles and terminals. Assignments are performed under supervision, receiving verbal and written instructions from a technical superior; however, some independence is provided on routine assignments as experience is obtained. Work is subject to review by a technical superior by inspection of production and control records and through observation.

### EXAMPLES OF WORK PERFORMED

Operates computer systems including disk, tape and printer hardware, operating system software and other software subsystems by means of computer consoles and terminals.

Assures job requirements are met according to schedule, recognizes production problems and reports them to a technical superior.

Sets up and operates data processing forms handling equipment such as forms burster, interstacker, decollator, folder and inserter.

Performs computer output distribution including verification that reports and other computer outputs are complete and placed on the proper distribution shelves or in the appropriate transfer cases.

Orders computer room supplies and keeps an accurate inventory of supplies.

Handles customer service calls.

Performs hardware cleaning and preventative maintenance as required.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the standard methods and equipment used in data processing.

Some knowledge of computer systems, operating systems, computer consoles, terminals, tape, printer and related hardware.

Ability to operate computer systems via computer consoles and terminals.

Ability to operate computer tape and printer hardware.

Ability to deal effectively with co-workers and others.

Ability to understand and carry out detailed written and verbal instructions.

Ability to operate a microcomputer.

Ability to lift and move heavy boxes.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience in the operation of data processing equipment plus some formal data processing training.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent and some experience in the operation of data processing equipment or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

4/74

Revised: 4/95

Revised: 1/02

PS1463