

COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving the operation of a mainframe computer and all peripheral equipment in conformance with programmed instructions. Work is performed under the general supervision of a data processing supervisor, programmer or other superior who gives detailed oral and written instructions for new and difficult assignments. At the Community College, an incumbent in this class may be required to provide assistance to students. Supervision of others is not normally required. Working shifts other than the normal work day may be required.

TYPICAL WORK ACTIVITIES:

1. Monitors and controls the operation of a computer in conformance with programmed instructions, without direct supervision;
2. Studies program operating instruction books to ascertain the proper operational procedure and the requirements of each project to be processed;
3. Operates the control console of the computer and other elements of the system, including input/output units;
4. Observes indicators on consoles and peripheral equipment and takes necessary steps to verify the proper functioning of the machine throughout production runs;
5. Analyzes machine stops and takes appropriate action;
6. Tests equipment prior to use;
7. Confers with supervisor and/or computer programmers on projects as to procedures, machine time, rate of output and difficulties encountered;
8. Assists in checking out new programs and correcting program errors;
9. Assists students in determination of their job control language problems;
10. Keeps production and machine efficiency records;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of computers and peripheral equipment, including input/output units; ability to verify proper functioning of machine during production runs; ability to understand follow-run sheets, programmer instructions and other detailed oral and written directions; initiative; resourcefulness; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

COMPUTER OPERATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of an acceptable training program (e.g., junior college, BOCES, commercial school, private business, etc.) designed to prepare students to become mainframe computer operators;
- OR: (B) One (1) year of full-time paid experience in the operation of mainframe computers and related equipment;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Candidates qualifying under (A) must submit a course description including the number of contact hours or credits and a copy of any certificate awarded.

SPECIAL REQUIREMENT:

Candidates must be able to lift and carry 45 pounds.

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