

COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the operation of an electronic computer and related peripheral equipment in conformance with programmed instructions. Employees may provide technical assistance and support in day-to-day operation of computer terminals and user software. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under general supervision on routine assignments in accordance with definitely defined procedures. Supervision is available for consultation on unusual problems and to provide instruction on new or difficult assignments. Supervision may be exercised over the work of subordinate employees. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;
- Studies program operating instruction books to ascertain the proper operational procedure and the requirements of each project to be processed;
- Operates the control console of the computer and may operate the other elements of the system including the input-output units;
- Observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment throughout production runs;
- Installs back up devices, changes packs as required, maintains printer with required forms and adjustments and operates other peripheral equipment;
- May operate data entry input equipment as required to perform related computer operations work;
- Maintains run book and other required forms in computer operations;
- Consults with superiors and reports problems and deviations affecting workload and scheduling;
- Analyzes machine stops and takes appropriate action;
- Prepares payroll master sheets from time sheets;
- Prepares monthly budget summaries and related budgetary reports;
- Confers with Programmers on projects as to procedures, machine time, rate of output and difficulties encountered;
- Provides data entry support for large volume tasks;
- May be required to attend formal classroom instruction related to the position.
- Visits work sites to orient and assist users.
- May maintain supply inventories

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the use and operation of an electronic computer; good knowledge of the principles and practices used in the operation of computer peripheral equipment; ability to operate and make minor operating adjustments to an electronic computer and related peripheral equipment; ability to understand and interpret written material; ability to plan and supervise the work of others; accuracy; ability to work independently; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND—EITHER**

(A) Six months of full-time experience in the operation of an electronic computer and related peripheral equipment;

Or (B) One year of experience as a Data Entry Operator and successful completion of an in-service training course in operation of an electronic computer and related peripheral equipment;

Or (C) Any equivalent combination of training and experience as defined by the limits of **(A)** and **(B)**.

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SPECIAL NOTE: In the Herkimer County Government the Computer Operator may have the added duties of working in the county print shop on various projects.

Competitive Class
Revised 04/20/2001 Personnel Officer
Revised 1/12/2017 Personnel Officer