

## COMPUTER OPERATOR II

### NATURE OF WORK

This is skilled 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 given in the form of written or verbal work orders and daily production schedule listing; however, much of the work is performed independently. General supervision is received from the Operations Supervisor with work being reviewed through conferences and 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.

Sets up daily production schedule for each platform.

Assures job requirements are met according to schedule, recognizes production problems and takes or recommends action to correct them.

Monitors and recommends revisions to computer production schedules in order to meet deadlines and utilize equipment.

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.

Handles customer service calls.

Performs hardware cleaning and preventive maintenance as required.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard methods and equipment used in data processing.

Considerable 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 instruct subordinates in the principles and practices in the operation of data processing equipment.

Ability to deal effectively with co-workers and others.

Ability to operate a microcomputer.

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

Ability to lift and move heavy boxes.

DESIRABLE TRAINING AND EXPERIENCE

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

MINIMUM QUALIFICATIONS

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

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

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Personnel Director

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