

**COMPUTER OPERATOR
SENIOR COMPUTER OPERATOR**

CODES/PAY RANGE(S)

Class Code: 1616	EEO Code: F	Pay Range: 117
Class Code: 1617	EEO Code: F	Pay Range: 120

MAJOR FUNCTION

Progressively responsible and advanced work in computer operations requiring some supervisory work and shift supervisory work at the Senior level.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for production runs and mainframe computer consoles monitoring.

Schedules a continuous flow of data to computer; maintains records of operations.

Maintains liaison contact with other work units which utilize computer services.

Operates computer during test runs of new programs, and assists programmers or programmer analysts with debugging.

Prepares operators control language, written set-up procedures, and other instructions during final implementation stages of a new program.

Maintains production accuracy of own work and of each subordinate's work through initial verification of input data. Makes visual checks during computer operations.

Oversees delivery of printout materials to appropriate work units in accordance with an established distribution list.

May be asked to write repetitive programs for systems staff. May work with technical support on operations problems.

At Senior level, may train computer operators. Serves as shift supervisor.

Performs related work as required.

(Computer Operator/Senior Computer Operator continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the operation, adjustment, and care of the mainframe computer. Knowledge of application of computers to a variety of County government related systems. Knowledge of the principles, practices and procedures of modern data processing.

Ability to understand and follow complex oral and written instructions. Ability to operate the type of computer in operation. Ability to operate peripheral computer equipment. Ability to maintain complex records. Ability to train employees in the operation of a computer. Ability to utilize available printed resource materials to resolve problems/questions concerning machine operations. Ability to work with programmers, programmer analysts, and technical support people to debug test programs. Ability to provide technical supervision over subordinate computer operators, including abilities to train, make work assignments. Ability to understand and respond to verbal requests and instructions. Ability to set work priorities to conform to schedules. Ability to meet deadlines. Ability to produce detailed work in a neat and accurate manner. Ability to make arithmetic calculations rapidly and accurately.

MINIMUM QUALIFICATIONS

COMPUTER OPERATOR

Graduation from high school or possession of a GED certificate, and one (1) year experience in computer operations or related field.

SENIOR COMPUTER OPERATOR

Graduation from high school or possession of a GED certificate, and three (3) years experience in computer operations or related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk, grasp, push, pull, reach, lift; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical manuals and instructions; layouts; memos, letters, procedures, safety instructions. Ability to speak clearly and concisely. Ability to write compound sentences relaying information, details, and data. Ability to perform general mathematical functions.

Revised 10/94