COMPUTER OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for learning and performing the duties and techniques of beginning level Computer Operator work.   The trainee undergoes on-the-job training to become qualified as a Computer Operator by learning and assisting in operating an electronic computer and related peripheral equipment.   Duties are of a limited nature and are performed under close and continuing supervision by a Computer Operator or another supervisor familiar with the equipment.   Supervision over the work of others is not a responsibility of this class.   The incumbent does related work as required. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Computer Operator without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs study and reading assignments, observes technical computer and related peripheral equipment operation demonstrations and work procedures and otherwise learns the methods   of equipment operation;
Learns the techniques of and assists in operating an electronic computer and related peripheral equipment;
Learns how to analyze machine stops and take appropriate action;
Learns to make routine adjustments to equipment and performs related clerical duties in connection with machine operation;
Learns to observe indicators on console and peripheral equipment and the necessary steps to take to verify proper functions throughout tests and production runs;
May learn to assist Operators in checking out new programs;
Learns relationship of equipment operation to the programming process;
Completes study assignments as required;
Consults with Operators and other Supervisors familiar with the equipment and reports problems and deviations effecting equipment operation;
Learns to analyze problems related to operation scheduling and priorities;
Prepares a variety of records and reports relating to the training program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn and be trained in the basic procedures and techniques of electronic computer and   related peripheral equipment operation; ability to understand and interpret written material;   accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

AMENDED 11/06/92