

## COMPUTER OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the operation of an electronic computer and related peripheral equipment. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under general supervision of the department head 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 is not normally a responsibility of this classification, but may assist in the aspects of the training of a computer operator trainee. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** *(Illustrative only)*

Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports;  
Makes routine adjustments to computer and peripheral equipment and performs clerical functions related to machine operation;  
Works with various departmental employees involved in preparation of data for computer storage and processing;  
Maintains files on an electronic computer;  
Performs minor computer functions such as running listings, compiling, sorting, reproducing and minor updates;  
Consults with superiors and reports problems and deviations;  
May assist other operators with difficult or unfamiliar coding and machine operations;  
May operate peripheral equipment such as sorter, decollator, burster, etc;  
May operate an adding machine and typewriter in the performance of duties;  
Prepares a variety of records and reports related to the work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge in the use and operation of an electronic computer and related peripheral equipment; working knowledge of office terminology, procedures and equipment; demonstrated ability to operate an electronic computer with satisfactory speed and accuracy; ability to make minor adjustments to an electronic computer and related peripheral equipment; ability to understand and follow oral and written directions; speed and accuracy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTION:** Employees permanently employed in a competitive class clerical position for a minimum of six (6) months who meet the minimum qualifications.

**OPEN COMPETITIVE:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) One year of experience in the operation of an electronic computer and related peripheral equipment; or
- (b) Two years of experience as a Data Entry Machine Operator and successful completion of an in service training course in the operation of an electronic computer and related peripheral equipment; or

- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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