

Department: In all Civil Divisions

SPEC DISK F6

Classification: Competitive

DOCUMENT 11

Grade: 7

## MICRO-COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating a micro-computer with video terminal, floppy disk drive and tractor or page feed printer in accordance with programmed instructions by manipulation of a column alphanumeric keyboard to record, edit, store, and revise correspondence, reports, statistical, or accounting data, forms, and other textual materials. This position does not involve responsibilities in the areas of programming or systems analysis. However, an incumbent may integrate software packages to accomplish such things as mail-merge, spreadsheet combinations, word processing, documents merge, and other micro-computer functions. Additionally, when not engaged in equipment operation, an incumbent performs related clerical duties. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision is not normally a responsibility of this classification, but may instruct and assist, as needed, personnel utilizing the micro-computer systems and applications. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates an electronic micro-computer and related peripheral equipment in compiling of a variety of statistical, word processing, and related reports;

Operates related peripheral equipment such as daisy wheel, dot matrix or laser printer in compiling and processing data for a variety of records and related reports;

May be required to occasionally operate a micro-computer interfaced with a main frame computer as part of the operation of the department;

Sets up appropriate controls on equipment for marginations, line spacing, paragraph, heading and footer information, and other controls as necessary for document amendment or production;

Assesses previously programmed or standard printing options through manipulation of format via equipment keyboard to provide reproduction or amendment of material including multi-page documents;

Manipulates keyboard to make file searches and edits or merges new or modified data into programs;

Operates equipment to record, edit, store, and revise correspondence, reports, statistical

tables, forms, and other textual;

Observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment throughout production runs;

Inspects handwritten or draft typed material, correcting errors as necessary prior to input on the equipment;

#### MICRO-COMPUTER OPERATOR - Continued

Determines document format, including final appearance involving tabular settings, spacing, page length, etc.;

Proofreads completed documents to correct spelling, punctuation, and grammar; to draft or letter quality as appropriate;

Maintains disk directories, run log and other required forms used in computer operations;

Performs routine minor operator preventive maintenance on word processing equipment as specified by manufacturer to insure sufficient and effective operation.

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

Good knowledge of the use and operation of an electronic micro-computer and related peripheral equipment; working knowledge of office terminology and procedures; working knowledge of proper grammatical usage and punctuation; working knowledge of business vocabulary; ability to manually manipulate an alphanumeric keyboard on micro-computing equipment; ability to spell and identify misspelled words; ability to determine and set up appropriate document format, charts and tabular listings; ability to coordinate information from typed or handwritten copy and verify document on a cathode ray tube visual screen; ability to operate a calculator; ability to type, ability to operate a micro-computer; ability to understand and follow oral and written instructions; ability to plan and schedule data processing activities; 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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