# COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:  This is a technical position involving responsibility for the operation of a computer and related peripheral equipment.  The work is performed under general supervision.  The work may involve the supervision of others.  Does related work as required.

TYPICAL WORK ACTIVITIES:  (Illustrative Only)  Monitors and operates main frame computer in accordance with operating instructions; May operate a micro-computer in accordance with operating instructions; Analyzes and corrects computer applications; Loads stock and/or special purpose continuous forms paper in the printer; Maintains all clerical records incidental to the operation of the computer; Performs routine clerical work as related to computer operations; Operates related tabulating equipment; Maintains file and manuals on system operating procedures; Works with others involved in the preparation of data for computer operations; Assists and trains users; Keeps operating records; Consults with superior and reports any problems and deviations affecting work load and schedule.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  Good knowledge in the use and operation of computer; Ability to understand and interpret written material; Ability to make arithmetical computations; Ability to get along well with others; Mental alertness; Tact and courtesy; Good physical condition.

MINIMUM QUALIFICATIONS:  Graduation from high school or possession of a New York State equivalency diploma and EITHER:
A.  Graduation from a two year college recognized by the University of the State of New York with major work in computer science; OR
B.  Two years of experience in the operation of a computer; OR
C.  Two years of account-keeping experience with special training in computer operation; OR
D.  Any equivalent combination of training and experience as indicated above.


Revised 11/5/85
Revised 1/29/98; 3/10/05