COMPUTER OPERATOR 1

Nature of Work
Under direct supervision, performs entry level work in operating a variety of electronic data processing equipment such as computer consoles, card readers, printers, tape drives and remote job entry stations. Shift work and an irregular schedule may be required in some positions. Performs related work as required.

Distinguishing Characteristics
This level is distinguished by size and scope of system and more limited responsibility for error identification and correction. Positions at this level may involve more limited and specialized assignments in the operation of tape drives, line printers, card readers, or in the monitoring of more routine job execution. At this level, all but minor processing problems are referred to a senior operator, shift supervisor or unit supervisor.

Examples of Work
Operates computer console, card readers, card punch, tape and disk drives and remote job entry stations to process a variety of computer programs and data.
Loads and mounts cards, paper, tapes and disks onto equipment; activates job start.
Monitors job progress on computer console; checks for system and equipment errors; takes corrective action in response to minor error messages.
Checks operation of machines and printers to assure proper alignment and sequence of forms; removes jammed forms and cards.
Notifies supervisor, programmer/analyst, user agency or vendor representative of program or equipment problems.
Reviews completed jobs to ensure compliance with user agency or vendor representative of program or equipment problems.
Reviews completed jobs to ensure compliance with user agency specifications; maintains job status logs.
Performs routine maintenance and cleaning duties such as replacing ribbons and changing ribbon trains; cleans printer, tape and disk drives and the work area; maintains stock of paper, cards and other supplies in the work area; assists in controlling inventory of supplies and documenting supply usage.

Knowledge, Skills and Abilities
Knowledge of the techniques and procedures used in the operation of computer equipment, including computer consoles, card reader, card punch, printers, tape and disk drives and remote job entry stations.
Knowledge of the operation of the data processing unit.
Knowledge of machine codes and error messages used in computer operations.
Knowledge, Skills and Abilities (cont'd)

Knowledge of job control language.
Ability to interpret machine codes and error messages and take corrective action.
Ability to interpret technical operators' manuals.
Ability to follow detailed oral and written instructions.
Ability to develop effective working relationships with operations personnel, hardware and software support personnel, user agency and vendor representative.

Minimum Qualifications

TRAINING: Graduation from a standard four-year high school or equivalent.
EXPERIENCE: Six months of experience in the operation of a variety of standard computer equipment including computer consoles, tape drives and printers.
SUBSTITUTION: (1) Six hours of college/university credit in computer science courses or, (2) two courses in data processing from an accredited business or vocational school may be substituted for the required experience.

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