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.

COMPUTER OPERATOR 1 (CONT'D)

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.

 Established: 3/21/96
 Effective: 7/16/96