

## COMPUTER OPERATOR

GENERAL STATEMENT OF DUTIES: Operates computer, prints computer jobs and distributes print jobs when complete. Performs general clerical duties. Does all data processing jobs as required.

SUPERVISION RECEIVED: Works under the general supervision of the lead programmer who assigns and reviews work for effectiveness.

SUPERVISION EXERCISED: Supervision is not a normal function of this position.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Keeps all data processing equipment clean within computer room.
2. Prints all jobs awaiting printing. Distributes all reports to central pick up area.
3. Documents all incidents.
4. Keeps all operator instructions up to date.
5. Keeps up to date on all JCL procedures.
6. Schedules all computer batch jobs, and schedules all computer print jobs.
7. Posts to various departmental, fiscal and other records according to standard procedures.
8. Does routine clerical functions.

### RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of key board. Must be able to type at least 40 words per minute. Ability to communicate well with people. A desire to enhance their data processing skills.

EXPERIENCE AND TRAINING: Six months of some data processing experience, this could include running a word processing machine, office automation or some work with personal computers. High school diploma or equivalent.