

## COMPUTER OPERATOR

GENERAL STATEMENT OF DUTIES: Print computer jobs, operate computer, distribute print jobs when complete. Will also perform all data processing related jobs.

SUPERVISION RECEIVED: Works under the general supervision of the Data Processing Manager who assigns duties and reviews work for effectiveness.

SUPERVISION EXERCISED: Supervision is not a responsibility 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 and vacuumed.
2. Prints all jobs awaiting printings.
3. Distributes all reports to central pick up area.
4. Documents all incidents.
5. Keeps all program books up to date.
6. Keeps up to date on all JCL procedures.
7. Schedules all computer batch jobs.
8. Schedules all computer print jobs.
9. Structured programming in COBOL.

### RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Ability to communicate well with people. Ability to type at least 20 wpm. Ability to learn structured programming. A desire to enhance their data processing skills. High school diploma or equivalent.

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.