

COMPUTER OPERATOR TRAINEE (TAPE & DISK)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, this is the entry level of the computer equipment operation series. An incumbent is expected to perform varied duties relating to the operation of internally stored programmed computers, mid-range computer systems, and/or client/server systems and other information systems equipment while receiving training and instruction. Incumbents are expected to become proficient in the operation of all equipment in the unit, including the "set-up" functions required for various operations. Incumbents may be assigned to one of two shifts, which operate on a 24-hour, 7-day basis. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the set-up of internally programmed computer systems with magnetic storage, mid-range computer systems, and/or client/server systems;

Performs routine adjustments of controls on computer equipment to activate machinery for the particular function to be performed;

Assists in mounting of tapes, disks and forms;

Maintains constant observation of computer functions, storage devices and peripheral equipment;

Assists in checking final tabulations for accuracy and completeness;

Assists in prescribed daily maintenance;

Performs clerical tasks in conjunction with specific assignments relating to inventory and computer supplies;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the operation of an internally stored programmed computer, mid-range computer system and/or client/server systems; ability to understand directions and carry out instructions; ability to learn machine operations quickly; ability to think logically; ability to understand and carry out complex oral and written directions; ability to get along well with others; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and one year of work experience.

SUBSTITUTIONS: Satisfactory completion of an acceptable course in the operation of data entry equipment may be substituted for experience on a month-for-month basis.

NOTE #1: Criteria for advancement to Computer Operator:

1. Appointment from the Trainee Eligible List.
2. Satisfactory work performance evaluation and completion of at least the minimum probationary period.
3. Successful completion of required departmental training program.
4. Satisfactory service as a trainee for 52 weeks.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.