<u>COMPUTER OPERATOR</u>
(BOCES #2)

<u>GENERAL STATEMENT OF DUTIES</u>: Operates, monitors and controls the operation of a computer system and related peripheral equipment in accordance with programmed instructions; does related work as required.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under the supervision of a higher level technical employee, is responsible for performing procedures in the preparation of input files for processing and distributes the output. Incumbent, when assigned to the night shift, is required to assist users when Customer Service staff is not available. This position does not include responsibility for programming or systems analysis. Supervision is not usually a responsibility of this position.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Operates the computer system and related peripheral equipment;

Studies program operating instructions to ascertain proper operation procedure and the requirements for each project to be run;

Operates the control console of the computer and may operate other elements of the system including input-output units;

Observes indicators on console and peripheral equipment and takes steps to verify proper functioning of the equipment throughout production runs;

Assists in the preparation of data for processing;

Maintains magnetic tape files and punched card files.

Answers telephones and assists users with technical problems and/or contacts appropriate personnel;

Resolves hardware problems in the computer room independently and/or through contact with equipment vendors;

Maintains logs of error problems/user calls and relays information to next shift operator and Operations Manager.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Good knowledge of the operation of a computer system and related equipment; working knowledge of modern office procedures and terminology; ability to understand and carry out oral or written directions; ability to get along well with others; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and one year of experience in the field of data processing, including six months of experience assisting in the operation of or operating a computer; or (b) three years of experience in the field of data processing, including the six months of specialized experience as specified above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: The successful completion of an approved course in computer operations may be substituted for the six months of experience in computer operations.

SPECIAL NOTE: Operation of a home computer will not be accepted as qualifying experience for this position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2 Lower Hudson
Regional Information Center
J.C.: Competitive   Job Class Code: S831
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