

JUNIOR COMPUTER OPERATOR

GENERAL STATEMENT OF DUTIES: Assists with the operation of a computer system and related equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of higher level personnel, employee is responsible for assisting with proper operation of all computer hardware used in the data processing center. This position may have responsibility for the installation, maintenance and repair of microcomputers and peripheral equipment. The work performed is reviewed through frequent consultation and inspection of the quality and speed of work produced.

EXAMPLES OF WORK: (Illustrative Only)

Follows instructions provided by higher level personnel in running programs through the computer in accordance with standard techniques and procedures;

Assists with the operation of peripheral computer components such as tape, disc drives and printers;

Assists in the preparation of data for processing;

Assists in monitoring the computer console; learns the various codes used in communicating with the computer; responds to console messages; and keys in appropriate instructions;

Assists in the maintenance of operating records;

May be responsible for the installation, maintenance and repair of microcomputers and peripheral equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to learn to operate electronic computer equipment, including central control console, tape and disc drives, printers, on-line terminals and other peripheral equipment; ability to learn to understand, interpret and follow coded console messages to determine computer status and to process computer programs to completion; ability to follow oral and written instructions and procedures to execute various stages of the operations of a program; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six months work experience in the operation, maintenance or repair of a computer system; or (b) six months work experience in the operation of a computer system in a data processing, LAN and/or WAN environment; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: Current/active certification as either a Certified Network Engineer i.e., CNE from Novell or a Microsoft Certified Engineer (MCE) from Microsoft may substitute for the required six (6) months work experience.

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.

Towns, Villages
Cities of Rye & Peekskill
Special Districts
School Districts
J. C.: Competitive

Job Class Code: 0809 (Municipalities)
S809 (School Districts)