

SENIOR COMPUTER OPERATOR

GENERAL STATEMENT OF DUTIES: Operates, monitors and controls the operations of a computer system and related peripheral equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, is responsible for performing complex procedures in the preparation of input files for processing and distributes the output. This position operates a computer system, but has no responsibilities for programming or system analysis. Supervision may be exercised over lower level computer operators.

EXAMPLES OF WORK: (Illustrative only)

Operates the computer system and related peripheral equipment;

Prepares control tapes and checks control data;

Prepares data for processing independently;

Assists in establishing and maintaining schedules and sets priorities for the efficient utilization of the computer and related equipment;

Tests equipment prior to use, analyzes machine stops and takes proper corrective action;

Diagnoses malfunctions of computer system and related equipment and makes adjustments where necessary;

Consults with superiors and reports problems and deviations affecting work load and scheduling;

Maintains magnetic tape files and punched card files;

May supervise the work of lower level computer operators.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation of a computer system and related equipment; good knowledge of modern office procedures and terminology; ability to operate and make minor adjustments to computer and peripheral equipment; ability to understand and carry out oral and/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 three years of experience working with or operating electronic data processing equipment, including one year of experience in the operation of a computer; (b) five years of experience as specified above, including the one year of experience in the operation of a computer; 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 six months of experience in computer operation.

SPECIAL NOTE: Operation of a home personal 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.

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

Job Class Code: S818 (School Districts)
0733 (Municipalities)