

CLASS TITLE: JUNIOR COMPUTER OPERATOR (OIP)

Class Code: 02793000

Pay Grade: 13A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a computer operator of higher rank in monitoring and controlling the operation of an electronic data processing machine in conformance with programmed instructions; to assist in observing the console and take other steps to verify proper function of the machine throughout production runs; and to do related work as required.

SUPERVISION RECEIVED: Work is outlined by instructions and flow charts; work is closely reviewed by observation of work in process and review of completed work.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a computer operator of higher rank in monitoring and controlling the operation of an electronic data processing machine in conformance with programmed instructions; to assist in observing the console and take other steps to verify proper function of the machine throughout production runs.

Under supervision, to initiate and terminate machine operations.

To perform routine computer maintenance duties such as: cleaning tape units, change printer ribbons, clear console, change paper in printer, etc.

To set up, operate and maintain both a microfiche and microfiche duplicating machine.

To set up and operate various paper handling equipment such as a mailing machine, paper folding machine, paper decollator and burster.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation adjustment and routine maintenance of the digital computer and its peripheral equipment; a working knowledge of JCL; a familiarity with the various types of telecommunications equipment such as modems, telephone lines, terminals and terminal controllers; a familiarity with the various methods of computer programming; the ability to interpret block diagrams and work flow charts; the ability to obtain maximum utilization of digital computer equipment; the ability to maintain performance and machine use records; the ability to operate microfiche equipment; the ability to operate a mailing machine, folder machine, paper burster and decollator; and related capacities and abilities

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and completion of a formal course in computer operation.; and

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 5, 1987

Editorial Review: March 15, 2003