

**CLASS TITLE: TABULATING EQUIPMENT OPERATOR
(REMINGTON RAND)**

**Class Code: 02429200
Pay Grade: 13A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform routine tasks in the operation of a variety of Remington Rand punch-card tabulating equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom instructions are received; work is reviewed in process and upon completion for accuracy and efficiency of operation.

SUPERVISION EXERCISED: Usually none, but may supervise the work of one or more Key-Punch Operators (Remington Rand) or clerks assigned to assist in the performance of a variety of tabulating equipment operations or related clerical functions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform routine tasks as an operator of a variety of alphabetical and numerical Remington Rand punch-card tabulating equipment.

To make simple checks and adjustments to insure that the tabulating equipment is functioning properly.

To sort cards in any desired alphabetical or numerical sequence in accordance with detailed instructions.

To assist in maintenance of punch-card tabulating files.

To perform clerical work, including the making of simple arithmetical computations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation and care of a variety of Remington Rand punch-card tabulating equipment and the ability to operate such equipment with reasonable speed and accuracy; the ability to perform simple arithmetical computations; the ability to carry out oral and directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving the performance of routine tasks in the operation of a variety of IBM punch-card tabulating equipment.

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

Class Revised: December 14, 1958

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