Title: Computer Operator 1

Pay Scale Group:  61

Essential Function

Under general supervision from computer operations supervisor, operates and monitors mainframe computer or stand-alone/personal computer; perform related duties as required.

Characteristic Duties

1. Operate and monitor mainframe computer on pre-scheduled production runs; or operate stand-alone/personal computer having its own system drive, keyboard, video display screen software, and storage system.

2. Perform clerical and technical tasks related to processing data and operating computer and peripheral equipment (e.g., maintain records of runs; clean and maintain equipment; gather input for processing; report malfunctions; distribute output).

3. Operates unit record or tab equipment (e.g., sorter, reproducer, interpreter, collator); operate other computer related equipment (e.g., binder, burster).

4. Perform related duties based on departmental need.

Unusual Working Conditions

• May work evening or night shift.

Minimum Qualifications

• Ability to calculate fractions, decimal and percentages and to read and write common vocabulary. Mainframe computer applicants also need three months training and/or experience in the operation of medium to large mainframe computer system, peripherals and form handling equipment, and knowledge of job control languages; or equivalent. PC applicants must have three months training and/or experience in keyboard operation (e.g., typing, data entry), knowledge of disc operating system language (DOS or related system language); or equivalent.