Title: Computer Operator 2

Essential Function

Under general supervision from higher level computer operations staff, operate and monitor large IBM compatible mainframe computer system; perform production submission and correction; provide functional supervision for lower-level computer operators.

Characteristic Duties

1. Operate and monitor large IBM compatible mainframe computer; submit and log work according to prescheduled production; verify job control language format; monitor and correct language errors.

2. Train and monitor lower level staff; assist with hardware/communication system problem determination and make recommendations for resolution.

3. Perform clerical and technical tasks related to processing data and operating computer and peripheral equipment (e.g., mount magnetic tape cartridges; maintain records of runs, shift and production status; clean and maintain equipment; operate printer, plotters, and other output devices; correspond/work with users to resolve terminal and application problems; distribute output).

4. Operate unit record or tab equipment (e.g., sorter, reproducer, interpreter, collator); operate other computer related equipment (e.g., binder, burster); communicate with computer equipment vendors to effect repair.

5. Perform related duties as required.

Unusual Working Conditions

- May work evening, or weekends, or night shift.

Minimum Qualifications

- High school/GED diploma; nine months experience in the operation of computer and peripheral computer equipment to include three months experience with job control languages and six months experience with time sharing operating systems, or equivalent.

Last updated: February 1994