

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** COMPUTER OPERATOR **GRADE:** 8

**TITLE ABBREVIATION:** COMPUTER OPERAT **TITLE NO.:** 6185

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for operating, monitoring and controlling computer systems through the operation of console terminals. The work is carried out in conformance with pre-established instructions and procedures and includes taking necessary corrective actions in recognition of system and network errors, malfunctions and potential problems; performance of preventive maintenance on equipment; assisting in computer hardware installations; and assisting with data control operations (bursting/decollating/distribution/trimming). Work is performed under general supervision. An incumbent in this position may be required to work flexible hours, evenings and/or weekends. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Enters appropriate system commands to operate computer and run production jobs; mounts and dismounts magnetic tapes, tape cartridges and CD ROMs;
2. Monitors system and network to identify malfunctions and initiate corrective action where required within the scope of knowledge and authority, or seeks assistance from supervisor when causes of problem are not apparent; may be required to contact repair service;
3. Receives messages from system console(s) and reacts in accordance with direction from systems and network software, operating instructions or procedure manuals;
4. Maintains records required to supplement console log, including problem documentation and actions taken, computer operation logs, file identification and similar data; prepares reports as required;
5. Performs routine preventive maintenance and cleaning of equipment as outlined in systems manuals;
6. Performs necessary functions to back-up data in the system and maintains necessary logs; rotates tapes and cartridges for off-site storage;

7. Loads paper and/or forms into printer and removes paper/forms when job is completed; assists with data control functions such as bursting/trimming and decollating forms and report (output) distribution;
8. Maintains computer supply inventory and logs out all out-put produced;
9. May assist with computer hardware setup and installation;
10. May assist with hardware/software troubleshooting and resolution assignments from the helpdesk;
11. May perform word processing, spreadsheet and/or data base management functions to assist with administrative reporting, budget preparation, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of multiple operating systems software, telecommunications and network monitoring; working knowledge of mainframe, mid-range, and personal computer operating procedures and related hardware operation; working knowledge of modems, network communications language, preventive maintenance for hardware devices; working knowledge of personal computer software such as word-processing and spreadsheet; ability to read and understand moderately complex oral and written directions; ability to prioritize daily workload schedule; ability to react to error conditions and follow documentation standards; ability to get along with others; initiative; integrity; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, or higher, in Computer Information Systems, Computer Science or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience operating a computer and monitoring system performance utilizing a console and online terminals.

**SPECIAL REQUIREMENTS:** Posses and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.