

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COMPUTER OPERATOR (SCHOOL)

TITLE #: 1189

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for operating and monitoring computer systems through the operation of console terminals. Work is carried out in conformance with programmed instructions and procedures and includes taking necessary corrective actions in recognition of system and network errors, malfunctions and potential problems; performance of preventative maintenance on equipment; assisting in computer hardware installations; and assisting with data control operations. Work is performed under the general supervision of the designated supervisor, with leeway allowed for the exercise of independent judgment in routine matters. Incumbents may be required to work evenings and/or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors the system and network to identify malfunctions and replies to any outstanding messages after taking corrective action where required within the scope of knowledge and authority;

Uses software to document and maintain existing software applications and insure data integrity;

Performs necessary functions to back-up data in the system and assists in recovery procedures;

Provides assistance to users for equipment in accordance with direction from operating instructions or procedure manuals;

Saves all libraries and system files;

Applies all new software and system releases;

Maintains inventory of all computer related supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the functions and operating capacity of the computer including related hardware operation; working knowledge of modems, network communications language, preventative maintenance for hardware devices; working knowledge of computer software such as word-processing and spreadsheet; ability to read and interpret technical literature regarding techniques and equipment; ability to react to error conditions and to follow documentation standards; ability to perform simple, routine maintenance and cleaning; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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.

REVISED: 10/1/2021 AT