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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : BUSINESS MACHINE OPERATOR**  
**Code: 020025 BBF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Operates a variety of business machines including bookkeeping, mini-computers, and/or computer terminals; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, the duties are routine and the work is reviewed for quality, accuracy, and completeness.

**TYPICAL DUTIES**

1. Operates machine for preparation of payrolls, which includes check writing, posting to individual record cards and summarizing accounts by code.
2. Operates machine for bookkeeping purposes to post to ledgers, summarize by accounts, and to post cash receipts.
3. Operates a mini-computer or computer terminal to process tax, payroll, inventory and all other financial information.
4. Operates a mini-computer or computer terminal to process data such as census, attendance, health, personnel, employee benefits, and so forth, as required.
5. Maintains a software library.
6. Performs incidental typing and clerical tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of the principles of operation and adjustment of bookkeeping and billing machines and skill in their operation.
2. Knowledge of computer terminal and other standard office equipment.
3. Ability to post to records and make arithmetic computations accurately.
4. Ability to perform clerical work and prepare routine reports.
5. Ability to follow oral and written directions.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

One year of experience in the operation of office machines which perform bookkeeping or accounting functions.

**NOTE:** Experience, as outlined above, in excess of the one-year requirement may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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