NASSAU COUNTY	**Title : COMPUTER OPERATOR I**
SCHOOL DISTRICTS	**Code: 030095 BOP**
CLASS SPECIFICATION	**Page : 1 of 1**
	Competitive

GENERAL STATEMENT OF DUTIES

Monitors and controls computer to process a variety of data; sets control switches on computer control consoles and peripheral equipment, such as disc and tape drives, card readers-punchers, printers, data communicating and synchronizing devices, and input and output recording or display devices, to integrate and operate equipment according to program, routines, subroutines, and data requirements; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, an employee in this class sets up and operates computer console and peripheral equipment. Supervision may be exercised over subordinate employees.

TYPICAL DUTIES

1. Analyzes all instructions prior to runs to insure that the computer can produce the intended product.
2. Sets up and operates computer console; performs related operations.
3. Detects errors due to malfunctions of equipment, machine instruction error or input data error, and takes corrective action.
4. Assists programmers or systems analysts in establishing data processing machine operations procedures to improve production operations, as required.
5. Performs minor programming in debugging runs, as required.
6. Operates reproducer, collator, interpreter, sorters, tape drives, printers, card readers and other peripheral equipment.
7. Directs subordinate employees engaged in electronic data processing, as required.
8. Coordinates the use of the tape library to insure that appropriate controls are maintained.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation, adjustment, and care of computer consoles and peripheral equipment.
2. Knowledge of computer capabilities.
3. Ability to read and understand programs and flow charts.
4. Ability to use arithmetic reasoning and understand number relationships.
5. Ability to supervise subordinate personnel.
6. Ability to understand and follow complex oral or written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and
Two years of satisfactory experience as a computer operator.

NOTE: Successful completion of courses in computer operation may be substituted
for one year of the above experience.