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**NASSAU COUNTY****Title : MINICOMPUTER OPERATOR  
TRAINEE****SCHOOL DISTRICTS****Code: 030020 BLA****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

This is a competitive class trainee position. The period of trainee service shall be not less than one year nor more than two years from the date of appointment from an appropriate eligible list. The service is to be of such designated length as to satisfy the training and experience requirements for Minicomputer Operator. Upon the satisfactory completion of the designated trainee service, which also serves as the probationary period, a Minicomputer Operator Trainee shall attain permanent status as a Minicomputer Operator.

**COMPLEXITY OF DUTIES**

Under direct supervision, the employee will receive on-the-job training in controlling, monitoring, and operating a minicomputer system; performs related duties as required.

**TYPICAL DUTIES**

1. Receives training and assists in performing initial configuration and changing configuration when necessary.
2. Receives training and assists in setting up and operating computer console, loading diskettes, tapes, and software.
3. Receives training and assists in creating files and disk space, and in maintaining storage.
4. Receives training and assists in integrating and operating equipment according to programs, routines, subroutines, and data requirements.
5. Learns to respond to system messages regarding problem determination and learns to make necessary corrections.
6. Learns and assists in scheduling all jobs to be run on the minicomputer and in ascertaining whether it can produce requested information.

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

1. Ability to learn the operation, adjustments, and care of minicomputer system along with related data processing equipment.
2. Ability to learn minicomputer capabilities.
3. Ability to learn to read and interpret programs and flow charts.
4. Ability to understand and follow oral and written instructions.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school.

**NOTE:** Trainee positions are subject to Rules XVII and XIX of the Nassau County Civil Service Rules in relation to terms of probation.