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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MINICOMPUTER OPERATOR
Code: 030080 BOA
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Competitive

GENERAL STATEMENT OF DUTIES

Controls, monitors, and operates a minicomputer system; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are technical and require independent judgment and action. May supervise subordinate employees.

TYPICAL DUTIES

1. Performs initial configuration and changes configuration when necessary.
2. Sets up and operates computer console, loads diskettes, tapes, and software.
3. Creates files and disk space, maintains storage, including back-up to tapes and diskettes.
4. Integrates and operates equipment according to program, routines, subroutines, and data requirements.
5. Responds to system messages regarding problem determination and makes necessary corrections.
6. Schedules all jobs to be run on the minicomputer and ascertains whether it can produce requested information.
7. Supervises subordinate employees engaged in minicomputer operation, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation, adjustments, and care of minicomputer system along with related data processing equipment.
2. Knowledge of minicomputer capabilities.
3. Ability to understand programs and flow charts.
4. Ability to supervise subordinate personnel.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory experience as a computer operator, including one year in controlling the operation of a minicomputer system.

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