

## COMPUTER OPERATOR III

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in the operation of electronic data processing machines and peripheral equipment in processing varied and complex accounting and statistical data.

Employees in this class perform the full range of computer operation and serve as shift or team leaders over less experienced personnel or may supervise lower level computer operators and other clerical employees. Work involves monitoring and controlling the computer on established routines.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Participates and leads the work of subordinates in the operation of electronic data processing machine and peripheral equipment.

Performs highly technical work in the processing of varied and complex accounting and statistical data; alters priority of jobs by changing class through the console.

Establishes and maintains work schedules and determines priority of report productions.

Manipulates control switches on console panel in accordance with established routines.

Observes control panel, magnetic tape units, etc. and reports any deviation from standards to the supervisor.

Reviews completed product for adherence to designed specifications.

Assists or recommends the establishment and revisions of procedures, methods, techniques, and forms to improve operating efficiency.

Assists less experienced computer operators in accomplishing their assignments.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of electronic data processing machines and peripheral equipment.

Knowledge of the practices, procedures and techniques of electronic data processing.

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Knowledge of computer operation capabilities.

Knowledge of basic computer programming.

Knowledge of modern office procedures, practices and methods.

Ability to lead the work of others.

Ability to evaluate operational efficiencies and recommend changes to improve effectiveness.

Ability to think in terms of computer logic.

Ability to identify the various switches, devices and uses of the peripheral equipment.

Ability to make assignments to symbolic and physical devices.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in computer and peripheral data processing machine operation; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission