

## COMPUTER OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a Trainee position in which the incumbent will train to monitor and control the operation of an electronic data processing system in conformance with programmed instructions. Work will be performed under direct supervision of a Computer Programmer. Following one (1) year of permanent status as a Trainee, incumbents will acquire permanent status as a Computer Operator without further examination.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Studies program operating procedures before processing data;

Identifies and locates appropriate operation control language cards;

Trains in the operation of a control console of a computer;

Trains in the operation of auxiliary input and output units;

Observes indicators on the console and peripheral equipment and takes necessary steps to verify proper functioning of the computer throughout production runs;

Receives training in analyzing machine stops and taking appropriate action;

May schedule computer usage as required;

Tests equipment prior to use;

Performs related clerical duties in connection with machine operation;

May balance computer printouts as directed.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of programming techniques; working knowledge of the workings and operation of computers and related data processing equipment; working knowledge

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of business arithmetic; ability to interpret and apply programmed instructions; ability to understand and follow oral and written directions; mental alertness.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
- (B) One year of clerical or account clerical experience; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.