

COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating midrange or mainframe computer hardware, software, and peripheral equipment and assisting others in the execution of computer programs. Additional responsibility will involve performance of data entry operations. Work is performed under general direction with leeway for independently performing many of the duties of the position.

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;

Inputs payroll data, attendance data to produce payroll, attendance records and reports, salary budget projections, tax collection records, and other reports as directed;

Operates the keyboard and controls of a computer;

Maintains security to computer system access;

Operates auxiliary input and output units;

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

Loads and verifies software updates and corrections;

Communicates updates and corrections to users;

Verifies that output data is consistent with applicable contracts, rules, regulations, and other controls;

May schedule computer usage as required;

Performs clerical and bookkeeping tasks as assigned; and

Balances computer output as directed.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory and practice relating to the use, operation, and maintenance of an electronic computer hardware and peripheral equipment; working knowledge of data processing and computer technology; working knowledge of business arithmetic; ability to follow and apply written directions expressed as generalized operator instructions; ability to interpret and apply programmed instructions; ability to follow oral and written instructions; and ability to operate a basic keyboard.

MINIMUM QUALIFICATIONS:

- (A) Possession of an Associate's Degree in computer sciences; or
- (B) Two years of experience in the operation of midrange or mainframe programmed electronic data processing equipment; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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