

**PERSONAL COMPUTER OPERATOR (WINDOWS)**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating a personal computer operator using a variety of application programs using the Microsoft Windows operating system. The operator must be proficient in using a word processing program, a data base management system, and a spreadsheet program. Work is performed under general supervision with leeway for independently completing assigned tasks.

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.*

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Creates tables of data relating to the activities of an office or agency;

Stores and retrieves information on computerized filing systems and/or databases;

Operates a database management system;

Uses tools, graphics, and other support functions available on word processing, spreadsheet, and database management programs;

Analyses and refines data in order to establish database designs useful to the functions of the assigned office;

Operates tutorials and help files to learn additional information necessary to complete a particular task;

Performs a variety of clerical, account clerical, and/or receptionist tasks in support of the missions performed by the office of assignment.

**PERSONAL COMPUTER OPERATOR (WINDOWS)****Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of use, operation, and routine identification of problems occurring with computer hardware and peripheral equipment; good knowledge of office operating procedures; ability to use written sets of directions to code and decode information; ability to operate a variety of applications software including WordPerfect\ for Windows, Quattro Pro\, and Paradox\; skill in following and applying generalized written directions; ability to perform clerical operations with letters and numbers; skill in preparing tables, charts, spreadsheets, and text documents using Windows application programs; skill in the basic operation of a personal computer; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an associates degree in data processing or computer technology and one year of experience in the operation of a personal computer using the Microsoft Windows applications for WordPerfect©, Quattro Pro©, and Paradox©, FoxPro©, or Microsoft Office©; or
- (B) Three years of standard keyboarding experience, at least one year of which included the operation a personal computer using the Microsoft Windows applications for WordPerfect©, Quattro Pro©, and Paradox©, FoxPro©, or Microsoft Office©; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.