

**PERSONAL COMPUTER OPERATOR TRAINEE
(WINDOWS)**

DISTINGUISHING FEATURES OF THE CLASS: This is a training position in which the incumbent operates a personal computer while learning a variety of application programs using the Microsoft Windows operating system. The trainee must have basic keyboarding skills and a familiarity with personal computers. Training is provided to develop proficiency in using a word processing program, a database management system, and a spreadsheet program. Work is performed under general supervision and guidance. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Personal Computer Operator without further examination.

TYPICAL WORK ACTIVITIES:

Establishes and maintains directories and files on the personal computer;

Performs a variety of editing, formatting, and other text production functions using a personal computer;

Organizes and tabulates information in spreadsheet format;

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

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

Learns to operate a database management system;

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

Assists in analyzing and refining in order to establish useful database designs;

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

PERSONAL COMPUTER OPERATOR TRAINEE (WINDOWS)

Page 2

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working 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 learn how 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 Associate's degree in data processing or computer technology; or
- (B) Two years of standard keyboarding experience; 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.

PERSONAL COMPUTER OPERATOR TRAINEE (WINDOWS)

Page 3

Y:\CLASPLAN\personal computer operator trainee (windows).doc

Last Reviewed: 7/24/96

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/27/2023

Revised and Replaced in Classplan: 4/28/2025 (Edu)