

NEW CASTLE COUNTY GOVERNMENT

Number 0225

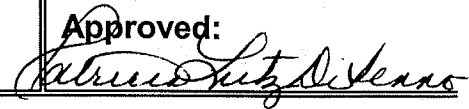
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CLASS SPECIFICATION

Date 01/01/02

Title: COMPUTER OPERATOR I

Approved:



GENERAL STATEMENT OF DUTIES: Performs designated tasks involving the on-going administration and operation of the County's information systems; work is carried out within the framework of established policies and directives; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine technical work in the operation of computer equipment. Specific responsibilities may include back-up and restore activities; tape library maintenance; system log maintenance; report distribution; assignment and maintenance of user ID's and passwords; and batch processing required for County-wide operations.

EXAMPLES OF WORK: (Illustrative only)

- Prepares electronic data system for program processing and is responsible for satisfactory completion of each scheduled operation;
- Sets up system for programs making necessary adjustments to reader, disc, tape drives, and printer;
- Prepares peripheral equipment for storage media such as forms, cards, disc, tape files, and other media;
- Verifies that proper cards, forms, discs, and tape files are being used;
- Corrects or modifies control cards utilized by the operating system;
- Operates console equipment and takes appropriate action as defined in operating instructions;
- Enforces time recording procedures;
- Verifies that all necessary files and data have been submitted to the computer room;
- Verifies that reports and other outputs are complete before release from the computer room;
- Keeps track of magnetic tapes assuring that proper storage methods are used and that appropriate tapes are used for specific jobs;
- Operates and maintains all aspects of the tape library including acquisition, maintenance, storage, and filing of the tapes;
- Verifies that all reports produced are accurate and properly distributed;
- Notifies appropriate supervisor or vendor customer engineer of equipment or program malfunctions;
- Initializes the computer for each program in accordance with operating instructions;
- Analyzes flow sheets and recommends program changes as necessary;
- Records time and equipment utilization;

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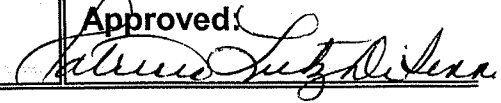
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Date 01/01/02

CLASS SPECIFICATION

Title: COMPUTER OPERATOR I

Approved:



- Diagnoses causes for interruptions in processing;
- Makes note of exception to program operating instructions;
- Loads and unloads peripheral equipment with data storage volumes or files as required;
- Assigns and maintains user ID's and passwords;
- In the area of libraries, provides support to users for troubleshooting hardware and telecommunications problems;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of computer input/output media and electronic data processing computer equipment and operations; ability to follow complex written and oral instructions; ability to prepare and maintain records; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience related to data processing work, including one year as a computer operator, and completion of a standard high school course or GED certificate program supplemented by training courses in computer operations; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 05/27/71
Revised: 07/01/73
Revised: 10/07/81
Revised: 06/12/89
Revised: 01/01/91
Revised: 04/01/95
Revised: 08/19/96
Revised: 07/01/97
Revised: 01/01/02