

INFORMATION AND COMPUTER SYSTEMS OPERATOR

Code No.: 4-05-255

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a computer and professional clerical position responsible for using computer programs and applications to produce, store, and print documents including but not limited to course material, calendars, flyers, letters, reports, or tables. The work involves responsibility for managing the entry and retrieval of information using computer software. Employees are utilized as technical experts on one or several pieces of equipment. Independent judgment is exercised when interpreting instructions to produce complex documents. The employee reports directly to and works under the general supervision of a higher-level employee. Direct supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Creates, formats, produces, and revises complicated documents utilizing computer applications;

Prepares, compiles, types, edits, and prints documents in support of administrators or supervisory staff;

Maintains storage of document or media items;

Retrieves, merges, formats, and sorts text from electronic files using various source documents;

Maintains databases and shared electronic files in an organized fashion;

Transcribes data from tapes or other audio sources;

Downloads information between applications to create specialized reports;

Provides technical support, advice, or training in the use of specialized applications and computer equipment;

Communicates with users to determine document format, timelines, and equipment use.

WHEN ASSIGNED TO MONROE COMMUNITY COLLEGE:

Installs, maintains, and uses resource software;

Installs peripheral hardware such as printers, scanners, speakers, etc;

Performs preventative maintenance on computers and other office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the use and operation of computer equipment and software applications related to document processing and data entry manipulation and retrieval; good knowledge of document creation and modification; good knowledge of office concepts, techniques and procedures; good knowledge of proofreading techniques; good knowledge of English grammar and

punctuation; working knowledge of data storage; ability to develop and prepare comprehensive reports; ability to produce quality documents; ability to produce documents from complex source documentation; ability to learn new procedures; ability to establish and maintain effective working relationships with others; tact; good judgment; affinity for working with word processing equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time equivalent office clerical or secretarial experience producing computer documents such as queries, graphics, correspondence, reports, etc., two (2) years of which shall have involved the operation and maintenance of computer peripherals* or computer software;** OR,
- (B) Graduation from a regionally accredited college or university with an Associate's degree in Administrative Assistance, Secretarial Science, or Computer Science, plus three (3) years of experience as defined in (A) above, two (2) years of which shall have involved the operation and maintenance of computer peripherals* or computer software;** OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*A **peripheral** is a device attached to a host computer such as printers, scanners, disk drives, tape drives, microphones, speakers, and cameras. Peripheral devices can also include other computers on a network system.

****Computer software** describes a collection of computer programs, procedures and documentation that perform some tasks on a computer system.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: March 5, 2009

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.