

COMPUTER OPERATOR TRAINEE

Code No.: 5-03-036
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position in which the trainee learns how to monitor and control the operation of a medium to large information services center, in conformance with programmed instructions. After serving a successful probationary period of 52 weeks which starts after appointment from the eligible list, the trainee will be promoted, without further examination, to the position of Computer Operator. 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.)

Studies program operating instruction books to ascertain the proper operational procedures and requirements of each project;

Learns the operation of the control console of the computer and may operate the other elements of the system including input-output units;

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

Installs tape on tape drivers and arranges or checks the setting of other peripheral equipment;

Analyzes machine stops and records all such stops for programmers;

Assists in checking out the operation of new programs and correcting program errors;

Keeps production and machine efficiency records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of mathematical number concept; good listening skills; manual dexterity; ability to organize material in a logical working manner; ability to make accurate deductions; ability to assimilate data; ability to gain a working knowledge of installation and operation of data processing equipment; ability to gain working knowledge of the operation of peripheral equipment necessary to processing various projects; ability to work well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

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

FORMERLY: Electronic Computer Operator Trainee

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.

REVISED: March 11, 1976

REVISED: July 17, 1980

REVISED: March 9, 2001