

5-4-84

ASSISTANT COMPUTER OPERATOR, 1405

Summary of Duties : An Assistant Computer Operator assists in the operation of on-line and off-line computer related equipment; receives exposure to the operation of third generation electronic computers and related peripheral equipment; and does related duties.

Distinguishing Features : An Assistant Computer Operator works under close supervision while assisting a Computer Operator or Senior Computer Operator. The majority of the time is spent in the operation of on-line and off-line computer related equipment, however, a portion of the time is spent gaining on-the-job exposure to acquire proficiency in computer operations.

Example of Duties : Secures, mounts and dismounts magnetic tape volumes; sets guides, keys and switches according to instructions and operates high speed printers and other output recorders; observes printing material for creases, tears or printing defects and watches machines and error light to detect machine malfunction; removes faulty materials or notifies supervisor of machine malfunction; mounts and dismounts disc packs; cleans hardware as required to avoid unnecessary errors and delays; operates auxiliary computer equipment such as collators, sorters, card punch, readers, optical scanner, and reproducers; prepares records of work performed;

Receives training in the operation of third generation electronic computers and related peripheral equipment and in the operation of teleprocessing equipment and computer console controls; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A general knowledge of operating procedures for peripheral and auxiliary computer equipment such as tape units, disc units, printers, readers and data entry terminals; a general knowledge of basic computer terminology; and the ability to understand and follow oral and written instructions.

One year of full-time paid experience in the operation of on-line or off-line peripheral or auxiliary computer related or word processing equipment such as data entry terminals, programmable typewriters, stand alone personal computer terminals, key punch machines, readers, optical scanners, collators or sorters; or in a general clerical support capacity to a centralized computer operations function or a centralized printing and duplicating facility is required.

Physical Requirements : Strength to perform average lifting of 15

pounds and occasionally over 25 pounds; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.