

Specification for Class of

COMPUTER OPERATOR 1

**Abolished 9/15/06**

Definition: In a training capacity, within an agency's information systems organization assists with the operation of an intelligent RJE terminal or electronic mainframe/mini computer, and all peripheral equipment; and/or prepares input data and operates a nonintelligent RJE terminal (one not capable of being programmed with software).

Typical Work (Specific duties depend on installation.)

Through on-the-job training and classes, receives instruction on subjects ranging from basic data processing concepts through operation, application and theory of large current generation EDP systems;

Attends laboratory sessions on actual computer operations;

Under supervision, assists with the operation of peripheral equipment during production runs;

As required, operates Remote Job Entry devices and production equipment;

Performs other work as required.

Knowledge and Abilities

Knowledge of: basic high school mathematics and science.

Ability to: communicate orally and in writing; understand and execute technical instructions; complete log entries, analyze problems and formulate logical solutions; learn rapidly.

Desirable Qualifications

High school graduation or GED equivalent.

AND

Six months' data processing related experience (such as clerical, data entry, and EAM work).

Additional related experience in data processing may be substituted, year for year, for high school education.

Fifteen quarter hours or ten semester hours of vocational training in electronic computer systems operations or college-level courses in computer science may substitute for required work experience.

New class (replaces EDP Computer Operator Trainee, RJE Operator 1 and EAM Operator 1 classes): 9-12-80

Revised definition and minimum qualifications: 11-9-90