

### SENIOR COMPUTER OPERATOR

**DEFINITION:** Under general supervision, performs journey level operation of digital computer and peripherals, acts as lead over less experienced operators; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Operates, monitors, and controls a electronic digital computer and related auxiliary and peripheral equipment, such as high speed printers, and magnetic tape, disk, or mass storage units in accordance with established procedures; controls the program on the system by following instructions and operations flow charts and by directing the system and personnel through the sequence of required computer processes; submits production jobs, reviews status of production jobs via computer terminal and corrects any errors encountered; monitors console or terminal, storage devices and printers, and reports problems or variances; notifies the supervisor of equipment trouble and records the incident in appropriate logs; monitors printers and decides what adjustments are necessary in order to keep paper or forms flowing smoothly through the printer.

Performs scheduled backups according to established schedules; separates, sorts, and distributes output, using peripheral equipment when necessary; maintains records in accordance with operating procedures; responds to system requests for tapes on backups and/or restoring using tapes; analyzes, schedules and prioritizes job requests and functions according to daily needs in data processing section; responds to telephone inquiries; takes messages or directs to appropriate person; monitors compliance with production schedules; answers telephone calls to assist computer users encountering problem; may provide training or direction to less experienced operators in the assigned area of work.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of systems oriented electronic digital computer and peripherals.

Knowledge of data entry methods and procedures.

Knowledge of general office practices and procedures.

Knowledge of security procedures related to electronic data processing.

Skill in accurately entering and retrieving data.

Skill in troubleshooting computer programming errors and maintaining peripheral equipment.

Skill in safely and accurately operating electronic digital computers and peripherals.

Skill in loading and unloading equipment and supplies.

Skill in restoring files back to disk.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires lifting and carrying paper, supplies and materials weighing up to 40 pounds.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Computer processing or Business Administration; and one (1) years of computer data processing, business administration or accounting experience.

#### **PREFERRED QUALIFICATIONS:**

- Two (2) years computer data processing or computer operating experience.
- Proficient in Microsoft Office software or computer applications.

THE NAVAJO NATION

Class Code: 1891  
Information Technology Series  
Operations Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.