

COMPUTER OPERATOR

DEFINITION: Under immediate supervision, performs entry-level computer operations; 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; reads instructions at the console typewriter, types in commands, and executes instructions ranging from changing tapes to restoring the program; reads instructions and schedule, such as schedule of documents to be printed, or receives instructions from supervisor orally, to determine work for shift; 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 for the computer system; 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; mounts reels and cartridges of magnetic tape in tape drives, loads paper in printer, loads checks or other documents, enters commands into computer using computer terminal to start and operate peripheral machines; may answer telephone calls to assist computer users encountering problem.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the operating characteristics of modern electronic data processing equipment.

Knowledge of the operating procedures used in the area of assignment.

Knowledge of job control language utilized in modern data processing systems.

Knowledge of data entry methods and procedures.

Knowledge of general office practices and procedures.

Knowledge of routine computer equipment maintenance.

Knowledge of security procedures related to electronic data processing.

Skill in accurately entering and retrieving data.

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.

Skill in operating data processing and peripheral equipment.

Skill in understanding and carrying out verbal and written instructions.

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

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years related computer, data entry experience.

THE NAVAJO NATION

Class Code: 1892
Information Technology Series
Operations Group Overtime
Code: Non-Exempt
Pay Grade: 56

COMPUTER OPERATOR

PREFERRED QUALIFICATIONS:

- Two (2) years of college in computer applications.
- One (1) year of computer applications and procedure experience.

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.