

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMPUTER OPERATOR (Range 25)

BASIC FUNCTION:

Under direction of the Data Processing Operations Supervisor, perform a variety of computer operating procedures; operate a variety of equipment utilized by the Data Processing Center.

REPRESENTATIVE DUTIES:

Print a variety of materials including reports, forms, labels, class schedules, report and registration cards, passes and other materials as requested utilizing various printers. *E*

Operate various computer and peripheral equipment; perform daily maintenance on machines. *E*

Perform backups of the District databases according to established procedures. *E*

Operate bursting and decollating equipment; burst and decollate a variety of materials for delivery to appropriate schools. *E*

Assist programming personnel in problem testing and debugging. *E*

Update and maintain a catalog of samples related to assigned work. *E*

Assist remote users with production or system problems. *E*

Maintain the supplies inventory; restock shelves for paper supplies. *E*

Process daily work orders.

Operate data entry and other assigned equipment as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of data processing.

Methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Proper methods of storing equipment, materials and supplies.

Scheduling requirements for special projects and production runs.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Process a variety of computer production runs according to detailed instructions.

Operate computers and peripheral equipment properly and efficiently.
Observe machine in operation, analyze stoppages and take corrective action.
Make routine equipment adjustments and perform routine maintenance.
Communicate data processing procedures and requirements to users.
Establish and maintain cooperative and effective working relationships with others.
Maintain routine records.
Work independently with little direction.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science and two years experience in computer operations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL ABILITIES:

Lifting moderately heavy objects.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to view a computer monitor.
Reaching overhead, above the shoulders or horizontally to store and retrieve supplies.

HAZARDS:

Extended viewing of computer monitor.