HERKIMER COUNTY

MICRO-COMPUTER OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility to operate a micro-computer with video terminal, floppy mini-disc drive and tractor feed printer in accordance with programmed instructions by manipulation of a column alphanumeric keyboard to record, edit, store and revise reports, statistical data and forms. This position does not involve major responsibilities in the areas of programming or systems analysis. However, an incumbent modifies existing software package or other program language in accomplishing micro-computer functions for either online use with a mainframe computer or in-house use as micro-computer. Additionally, an incumbent transcribes data from source documents to disc for transmission to the mainframe computer. The work is performed under general supervision of a higher level employee in the organization with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates an electronic micro-computer and related peripheral equipment in compiling and processing data for a variety of records and related reports;
- Studies program operating instruction books to ascertain the proper operational procedure and the requirements of each project to be processed;
- Maintains records on micro-computer by manipulating the keyboard to enter new data or edit existing data;
- Manipulates the keyboard to make file searches;
- Retrieves necessary data from computer in order to print out required reports;
- Observes indicators on console and peripheral equipment and takes necessary steps to verify proper functioning of the equipment throughout production runs;
- Maintains disk directories, run book and other required forms used in computer operations;
- Uses previously designed and stored programs to set up and makes changes in standard forms and/or variable documents by manipulating keyboard activated cursors on display screen;
- Scans source documents and transcribes data onto disc for transmission into the computer by manipulating the alphanumeric key portion of the machine in accordance with specific program instructions;
- Sets up transcribing machine by inserting program cards or by manipulating keys and switches to program the machine to a special format;
- Compares data transcribed, where appropriate, as displayed on a visual cathode ray screen with the source document and corrects any errors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Good knowledge of the use and operation of an electronic micro-computer and related peripheral equipment; working knowledge of office terminology and procedures; working knowledge of basic computer language; ability to manually manipulate an alpha-numeric keyboard at a satisfactory rate of speed; ability to operate a micro computer; ability to understand and follow oral and written instructions; ability to plan and schedule data processing activities; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

(a) Completion of one year of study at a regionally accredited or New York State registered college with at least 12 semester credit hours in computer science, electronic data processing or a related field; **OR**

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MINIMUM QUALIFICATIONS - CONT'D.

(b) Graduation from high school or possession of a New York State equivalency diploma including or supplemented by successful completion of a course or training program in the operation of a micro-computer; **OR**

(c) Six months of full-time experience in the operation of a micro-computer; **OR**

(d) An equivalent combination of training and experience as outlined by the limits of (a), (b) and (c) above.

Competitive Class

Adopted CSC action 7/12/88