



## JOB DESCRIPTION

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**JOB TITLE:** Computer Operator

**JOB CODE:** 1650

**DEPARTMENT:** Technology Services/Information Technology

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Information Technology Division Manager

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### SUMMARY OF JOB PURPOSE

Under the general direction of the I.T. Division Manager, runs routine operational programs and operates electronic computers and associated auxiliary equipment; sets up and makes adjustments to equipment using both the manufacturer's instructions and system operating procedures.

### ESSENTIAL FUNCTIONS

1. Operates AS400 computer and peripheral equipment; observes machines in operation, analyzes failure or error and takes corrective action.
2. Checks input and output for required results; notifies users of input and output discrepancies and is involved in taking action to rectify any problems.
3. Performs assigned training tasks related to the AS400; provides backup support for the Computer Network Technicians.
4. Maintains the backup and recovery process and tape library.
5. Loads, aligns and prints County special forms/documents (e.g. time cards, utility billing, personal property tax bills).
6. Bursts, decollates and distributes completed data processing reports.
7. Performs general clerical/administrative duties for the department, including ordering and maintaining supplies, processing and tracking of accounts payable claims, performing volume work processing and/or data entry tasks, and providing other user support as required. Serves as the initial contact for the system users.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and one (1) year AS400 operator experience, and/or PC experience, plus word processing and spreadsheet experience in a Windows environment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to create and interpret bar graphs.

### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of AS400 computer hardware and software, auxiliary equipment, data control and security procedures; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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