NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Computer Operator 1	CODE: 12371C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Uni

FUNCTION: Under general supervision from computer operations supervisor, operates & monitors mainframe computer or stand-alone/personal computer;

-PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-77	Operates & monitors mainframe computer on pre-scheduled production runs; or operates stand-alone/personal computer having its own system drive, keyboard, video display screen, software & storage system.	Skill in (1) typing &/or operation of computer equipment; ability to (2) deal with problems involving several variables in familiar context.
2	14-24	Performs clerical & technical tasks related to processing data & operating computer & peripheral equipment (e.g., maintains records of runs; cleans & maintains equipment; gathers input for processing; reports malfunctions; distributes output).	Knowledge of (3) office practices & procedures*; ability to (4) calculate fractions, decimals & percentages, (5 arrange items in numerical or alphabetical order.
3	4-24	Operates unit record or tab equipment (e.g., sorter, reproducer, interpreter, collator); operates other computer related equipment (e.g., binder, burster).	Skill in (6) operation of computer-related peripheral equipment; ability to (7) complete routine forms.

(53)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including license, if any.)	TRAINING & DEVELOPMENT:
May work evening or night shift.	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary. Mainframe computer applicants also need 3 mos. training &/or exp. in operation of computer & periheral equipment; or equivalent. PC applicants must have 3 mos. training &/or exp. in keyboard operation (e.g., typing, data entry); or equivalent.	PC operators comple training provided by vendor or on-job.