NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Computer Operator 2	CODE: 12372C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from computer operations supervisor, operates & monitors computer; operates unit record & peripheral equipment; provides functional supervision for lower-level operators;

- PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	44-64	Operates & monitors computer.	Skill in (1) operation of computer equipment; ability to (2) deal with problems involving several variables in familiar context, (3) cooperate with co-workers on group projects.
2	5-25	Assists or substitutes for supervisor; trains & monitors work of lower-level computer operators.	Knowledge of (4) office practices & procedures*, (5) employee training & development*; skill in 1; ability to 2, 3.
3	20-30	Performs clerical & technical tasks related to processing of data & operation of computer & peripheral equipment (e.g., schedule jobs; orders supplies; corresponds with users; maintains logs; cleans & maintains equipment).	Knowledge of 4*; ability to (6) calculate fractions, decimals & percentages, (7) arrange items in numerical or alphabetical order.
4	3-9	Operates unit record or tab equipment (e.g., sorter, reproducer, interpreter, collator); operates other computer-related equipment (e.g., binder, burster).	Skill in (8) operation of computer-related peripheral equipment; ability to (9) complete routine forms.

(54)

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.	600 hrs. training in operation of computer & peripheral computer equipment (or 6 mos. exp.); or equivalent.	

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FORM ADM-4134