

INFORMATION SYSTEMS OPERATOR

Definition:

Under supervision of the Office Manager, operates the data processing system and peripheral equipment. This includes, but is not limited to, operation of the central system console. Performs system set-up, does related clerical work in the transfer of data from source documents to on-line computer data; controls overall system and performs detailed clerical work of more than average difficulty as required.

Distinguishing Characteristics:

Examples of Duties:

- schedules all jobs based upon the priorities set by the Office Manager;
- maintains various logs, i.e. system failures and activities performed;
- conducts on the job training and explains working procedures regarding key entry operation
- operates data entry equipment to key in numeric and alphabetic information from accounting, statistical or source documents, or coded work sheets;
- operates computer and related equipment including sorter, burster, collator, and data entry equipment
- loads computer equipment with proper files and forms for each computer run;
- bursts and decollates reports;
- performs sorting or tabulating operations as required;
- inventories and orders computer supplies;
- makes certain that all hardware is adequately maintained;
- maintains and keeps current manuals of procedures;
- assists in the coordination of the work flow in the data processing section;
- perform related duties as required.

Qualifications:

Knowledge of:

- current data entry machines and related equipment operations and principles;
- modern office equipment, practices, and procedures;
- the care, handling and minor maintenance of CRT terminals and associated equipment;
- principles and methods of planning and training;
- spelling and commercial arithmetic;

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- capable of data entry as well as systems operations.

Ability to:

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Education/Experience:

Three or four years of experience in operation of data processing systems. College course work in data processing may be substituted for experience on a year basis up to a maximum of two years.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.