

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1666

TITLE: COMPUTER OPERATOR II

GRADE: S-15

DEFINITION:

Under supervision, to operate the computer hardware; and to do related work as required.

TYPICAL TASKS:

Mounts and dismantles tapes and discs;

Sets up a system insuring that proper controls and discs are mounted where designated;

Verifies preplanned check points and halts by matching messages with those specified in instructions accompanying input/output routines on operating programs;

Makes processing checks to ascertain the existence and consistency of identification on discs, block counts, and agreement of volume labels with external labels;

In the case of program defects, data errors, or equipment failures, takes corrective action based on previously programmed steps, or uses such standard techniques as making a complete list of the contents of disc files;

Takes action to correct defective input files such as reconstructing and checking mutilated cards resulting from care jams;

After taking corrective actions, restarts processing at correct point in the programs;

Interprets signals and codes and responds in prescribed manner;

Initiates necessary bypass procedures to store overloads of data or transactions on disc for subsequent processing;

Insures programs are processed correctly and solves anticipated processing problems following same instruction and guidelines;

Applications are characterized by standard operating instructions, techniques and procedures, and day-to-day operation is relatively repetitious.

EMPLOYMENT STANDARDS:

Graduation from a standard high school, one year of general computer experience, and two years of specialized computer operation experience.

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