

TERMINAL OPERATOR AND CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of electronic data processing terminal operation and record control work of a moderately complex nature involving a responsibility for the overall accuracy of all data received and produced in an electronic data processing operation. The work is performed according to pre-described operating instructions under the general supervision of a technical supervisor or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a computer terminal;

Maintains file of system operating instructions;

Loads stock and/or special purpose continuous forms paper in equipment;

Keeps operating records;

Oversees general routine maintenance of terminals and printers;

Reviews and examines reports, prepared documents and other material for accuracy, appropriateness, etc.;

Maintains logs and other controls of computer-generated output;

Prepares a variety of reports and computer generated documents for distribution;

Assigns production codes and schedules due dates including priorities for generating output;

Consults with superior and reports any problems and deviations affecting work load and schedule;

May perform routine clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a computer terminal and printer; ability to understand and effectively use computer programs (i.e. menu-driven); ability to understand and carry out written and oral instructions; ability to reason logically; ability to schedule work.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of data processing and/or clerical experience, one (1) year of which substantially involved data entry and/or word processing keyboard experience using a microcomputer or a terminal connected to a minicomputer or mainframe.

NOTE:

1. Additional computer or terminal operation experience or any programming experience may be substituted for the general data processing or clerical experience on the basis of one unit of such specialized data processing experience for three units of the general experience.
2. College may be substituted for the general experience on the basis of two (2) years of college for one (1) year of the general experience.
3. Additional years of any of the aforementioned experience may be substituted for education on a year-for-year basis.
4. An Associate's degree or higher in Data Processing shall be deemed fully qualifying.

R.C.D.P. (05.28.1987) 09.10.2015 - Job specification may be subject to further revision
Competitive