

DATA PROCESSING EQUIPMENT OPERATOR

Department: General Services

Classification: Competitive

Specification Number: 2490

Approved: 3/29/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York state Department of Education and one (1) year of experience in operating data processing equipment.

NECESSARY SPECIAL REQUIREMENT

The candidate must possess a valid New York State Driver's License at the time of appointment and must maintain the license during the term of employment.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs technical work, under direct supervision of a Senior Data Processing Equipment Operator, involving the processing of data from different sources by operating a variety of peripheral equipment in a data processing operation. Work is received in machine readable format to be processed and analyzed. Does related work as required.

TYPICAL WORK ACTIVITIES

- Operates data processing equipment such as personal computers and other computer related equipment;
- Operates computerized printers and printers designed to process computer reports;
- Operates and processes output from networked personal computer-based systems;
- Prepares backups of data contained on networked personal computers;
- May make deliveries of the machines' output.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the operation and usage of peripheral equipment such as printers, personal computers and related machines; some knowledge of standard office methods, practices and techniques; skill in the operation of all typical data processing equipment; ability to operate a variety of data processing equipment and to make minor adjustments and repairs to the machines; ability to work under the pressure of a deadline; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.