

AgriLife Classification Description

0340
COMPUTER EQUIPMENT OPERATOR I

SUMMARY

General Description: Operates and monitors electronic computers in routine data processing computing operations in Computing and Information Services.

DUTIES

Typical: Controls and monitors operation of computer equipment through computer console; manipulates controls on printers, plotters, and other allied equipment; reviews program documentation to determine equipment set-up and operational sequences for machine runs; places information media into I/O devices; removes and stores output; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from Operations Manager, Computing and Information Services Supervisors, and higher level Computer Equipment Operators, or other administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation supplemented by courses in computer equipment operation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: One year in the operation of computer equipment.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of computer equipment.