

# AgriLife Classification Description

0341  
COMPUTER EQUIPMENT OPERATOR II

## *SUMMARY*

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

## *DUTIES*

**Typical:** Controls and monitors the operation of computer equipment through the use of a computer console; evaluates and reports system malfunctions to supervisor; sets control switches on peripheral equipment (printers, plotters, microfiche) for integrated operation in accordance with written and verbal instructions; selects and loads input and output; assists supervisory personnel in planning and scheduling of machine runs and other data processing operations; assists in the training of new operators and in instruction concerning new procedures; performs related duties as required.

## *SUPERVISION*

**Received:** General initial instruction and periodic review from Computer Equipment Supervisor or other administrative supervisor.

**Given:** Detailed initial instruction to and frequent review of Computer Equipment Operators I and other data processing personnel.

## *EDUCATION*

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

**Preferred:** None.

## *EXPERIENCE*

**Required:** Two years in the operation of computer equipment.

**Preferred:** None.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Use of computer equipment.