

AgriLife Classification Description

Last Updated: 4/17/02

0352
SMALL COMPUTER OPERATOR I
11/01/01

SUMMARY

General Description: Operates or assists with the operation of a microcomputer system or network.

DUTIES

Typical: Performs routine data entry and other software applications; maintains inventory of computer related consumables; assists in the performance of routine maintenance, including fault diagnosis; utilizes knowledge of software and peripheral equipment capabilities to complete assigned tasks with general instructions; provides basic resource information on software and hardware operation; assists with file and server backups; operates scanners and other peripheral devices for input of data; may assist in training other support staff on use of equipment; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from Small Computer Operator II or other administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: Vocational or corporate training on microcomputers in use.

EXPERIENCE

Required: One year in the operation of a microcomputer system or network.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of microcomputers.