

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Computer Operator 3		Class Code: 003QA3
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 3/28/13
	Summary: Incumbent operates computer and related equipment in order to process programs for users and to maintain a statewide or agency-wide system. Representative duties include:		

Duties:

- Operates and monitors various servers;
- Operates computers, printers, storage devices, and related equipment;
- Performs system monitoring, back-ups, and batch work;
- Cleans computers and printers;
- Directs work of lower-level operators on a periodic basis;
- Works rotating shifts including weekends;
- Performs related duties as required.

Job Requirements:

- Working knowledge of various information technology equipment such as computers, printers and storage devices and also knowledge of their operational limitations;
- Working knowledge of job control language and/or other scripting languages;
- Ability to give clear detailed instructions;
- Ability to relay requested information quickly and accurately.

Difficulty of Work:

Work consists of applying substantial knowledge of computer systems to a variety of moderately complex assignments.

Responsibility:

Incumbent follows specific procedures and techniques in performing both recurring and new tasks. Incumbent reviews general instructions and uses judgment in making rapid decisions in relaying accurate information to users. Work is typically reviewed upon completion or may involve occasional spot-checks. While errors may be detected by the system, incumbent is responsible for accurate and quick error detection and resolution.

Personal Work Relationships:

Personal contacts are with supervisors and personnel within the division in order to obtain or relay information and/or instructions.