



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:                   COMPUTER OPERATOR**

**BASIC FUNCTION:**

Under the direction of the Data Processing Operations Supervisor, perform a variety of computer operations involved in generating and printing mandated and requested reports; maintain data integrity and prepare backup data files; provide assistance to system users concerning computer system applications, operations and malfunctions.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Utilize computers and peripheral equipment to input data, provide links to data and generate a variety of mandated and requested computerized reports; initiate queries, compile information, process reports and manipulate data as appropriate.

Maintain data integrity and prepare backup data files in accordance with established procedures; monitor available system disk space; move files as necessary to provide for program running; maintain library of back-up files; maintain related records.

Print and process a variety of materials including lists, forms, report cards, checks and attendance, financial and various other reports according to established time lines; monitor and adjust assigned computer systems and equipment to maximize printing quality and speed; utilize a variety of printers.

Receive and log data and reporting requests; prepare requests for processing; review completed printing jobs for completeness and accuracy; operate bursting and decollating equipment in preparing completed printing jobs for distribution to appropriate agencies or personnel.

Provide assistance to system users concerning computer system applications, operations and malfunctions; receive and respond to user telephone calls; provide technical troubleshooting, determine type of request, diagnose and provide solutions or route complex problems to appropriate personnel as needed.

Clean and perform routine maintenance to assigned equipment as necessary; arrange for major repairs as needed; troubleshoot system problems.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

## **Computer Operator - Continued**

Monitor inventory levels of printing supplies and materials; assist in ordering, receiving and maintaining inventory of printing supplies and materials.

Maintain regular and prompt attendance in the work place.

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Principles, methods and procedures of operating computers and peripheral equipment.
- Data control procedures and data entry operations.
- Principles and practices of data processing.
- Record retrieval and storage systems.
- Scheduling requirements for special projects and production runs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

#### ABILITY TO:

- Perform a variety of computer operations involved in generating and printing mandated and requested reports.
- Maintain data integrity and prepare backup data files.
- Type or input data at an acceptable rate of speed.
- Operate computers and peripheral equipment properly and efficiently.
- Process and print a variety of computer production runs according to established procedures.
- Detect errors and inaccuracies in data output reports.
- Assemble, organize and prepare data for records and reports.
- Provide assistance to system users concerning computer system applications, operations and malfunctions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate bursting and decollating equipment.
- Maintain records.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school

## **Computer Operator - Continued**

and one year experience in data processing and computer operations.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hearing and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 39