

CONSOLE OPERATOR

GENERAL STATEMENT OF DUTIES: Operates and controls electronic data processing equipment by means of a peripheral console device (CRT) or auxiliary control panel; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, operates and controls electronic data processing equipment by means of a peripheral console device (CRT) or auxiliary control panels on tapes, disk, card reader, card punch, printers and console. Under the direction of a higher level technical or professional employee, prepares the electronic data processor and its peripheral for program processing. The Console Operator is responsible for satisfactory completion of each operation. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates the electronic data processor and takes corrective action as defined in operating instructions for normal and abnormal job termination;

Prepares peripheral equipment with forms, cards, tapes, files, disk packs, ribbons, etc.

Selects and prepares the data processing for program processing via job control or system run library;

Initializes electronic data processor system for the operating systems and on-line operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the operation of a computer system and related electronic data processing equipment including the operation of a CRT console; knowledge of modern data processing procedures and terminology; ability to understand and carry out oral and/or written directions; the ability to read and interpret written material; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six months of experience in the operation of alphanumeric keyboard equipment.

NOTE: The successful completion of an approved course in computer operation may be substituted for six months of the specialized experience specified above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Spec. Dist.,
Cities of Peekskill and Rye
School Districts
J.C.: Competitive

Job Class Code: 0731 (Municipalities)
S731 (School Districts)