

OFF-LINE EQUIPMENT OPERATOR

GENERAL STATEMENT OF DUTIES: Operates off-line equipment to prepare computer output for distribution and assists in the delivery of computer output; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class is responsible for the routine operation of off-line equipment (e.g. bursters, decollators, sorters) to prepare computer output for distribution. The incumbent may make minor repairs or adjustments to the equipment in order to ensure optimum operational efficiency. In addition to running the equipment, the incumbent is responsible for operating a motor vehicle to assist in the distribution of printed computer output to participating school districts. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates off line equipment (e.g., busters, decollates, sorters) to prepare computer output for distribution;

Batches, bundles or boxes computer output for tagging and distribution;

Makes minor repairs (e.g., cleans contacts) or adjustments equipment to ensure optimum operation;

Advises superior when equipment is in need of repair;

Operates a motor vehicle to deliver computer output to required destinations;

Maintains general upkeep of vehicle (e.g. vacuums) used for delivery.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of safety precautions involved in the operation of office equipment and light automotive equipment; ability to perform minor repairs on office equipment; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to get along well with others; dependability; courtesy; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) completion of two years of high school; or (b) two years of work experience involving the operation of some type of mechanical equipment; or (c) satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of valid license to operate a motor vehicle in New York State.

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.