

Wright State University
CLASSIFIED JOB SPECIFICATION
Computer Operator 1

I. JOB INFORMATION

Job Title: Computer Operator 1 (CS 13)

Job Class: 21411

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision performs a variety of duties and tasks related to the specific software applications and systems within Computing and Telecom Services.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Mounts tapes (cartridges and reels); operates decollators and busters; distributes output; mounts various types of paper stock, cleans tapes and peripherals; installs terminals and multiplexers; places service requests for malfunctioning equipment.
- Assists with monitoring and maintaining console activities. Operates and understands various software.
- Reports hardware and/or software problems to senior operators. Takes necessary action to correct minor problems.
- Assists with training and guidance of student employees.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and two years (FT) related work experience OR, two years of post-secondary education and one year (FT) of related work experience.

V. WORKING CONDITIONS

Computer production environment. Requires moderate physical effort to include frequent lifting of up to 50 pounds.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21400

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.