

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Computer Operator 2**

**I. JOB INFORMATION**

**Job Title:** Computer Operator 2 (CS 16)

**Job Class:** 21412

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction implements and installs hardware and/or software for specialized or non-specialized systems. Monitors system performance. Uses independent judgment to make appropriate corrections when needed.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Installs (or oversees the installation of) terminals, modems, multiplexers and other equipment. Makes minor repairs as needed and/or arranges for services calls for repairs as needed.
- Monitors and maintains console activities, operates various systems, understands and utilizes related software.
- Identifies and resolves software problems. Makes needed improvements.
- Trains and distributes work to junior and student operators.
- Serves as “essential personnel” in emergencies.

*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 four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) 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.*