

## MINI-COMPUTER OPERATOR/PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a mini-computer and related peripheral equipment and the programming of same. The work is performed under general supervision. Supervision of others is not normally a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Monitors and operates mini-computer in accordance with operating instructions; Analyzes and corrects computer applications; Loads stock and/or special purpose continuous form paper in printer; Maintains all clerical records incidental to the operation of the computer; Performs routine clerical work related to computer operations; Maintains file and manuals on system operating procedures; Works with others involved in the preparation of data for computer operation; Keeps operating records; Consults with superior and reports any problems and deviations affecting work load and schedule; Designs detailed programs, forms, flow charts, and diagrams to adapt financial, statistical and informational operations to electronic data processing; Prepares sample test data, performs actual testing and makes modifications, revisions and corrections to programs; Debugs new programs to assure completion according to pre-determined requirements; Performs detailed systems analysis and surveys of problems related to the users' various reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge in the use and operation of a computer; good knowledge of computer programming principles, techniques and concepts; good knowledge of office terminology and procedures; working knowledge of care and adjustment of electronic computer and related peripheral data processing equipment; ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to understand and interpret written material; ability to make arithmetical computations; ability to follow moderately complex oral and written instructions; ability to get along well with others; mental alertness; tact and courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school and EITHER:

1. Graduation from a two year college recognized by the University of the State of New York with major work in computer science including courses in programming; OR
2. One year of experience in the operation of a mini-computer and programming; OR
3. Two year of account keeping experience with special training in computer operation and programming; OR
4. Three years of data entry or keypunching experience with formal training in programming;
5. Any equivalent combination of training and experience as indicated above.

8/24/88