

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### COMPUTER OPERATOR

DOT CODE: 213.362-010 SVP 6

**Job Description:** Operate and monitor computer consoles and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions. *Physical Demands* - light lifting, carrying, or moving (up to 20 lbs); *General Education Development* - R4 M2 L3; *Aptitudes* - Average General Learning Ability, Verbal, Numerical, Spatial, Form perception, Motor Coordination, and Finger Dexterity - Above average Clerical Perception.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate familiarity with the basic components of a personal computer, microcomputer, and/or mainframe. (R, IN, S, T)
2. Can demonstrate familiarity with basic operating systems, such as DOS and WINDOWS. (R, IN, S, T)
3. Can demonstrate familiarity with multi-user systems (local area networks). (R, IN, S, T)
4. Can demonstrate understanding of telecommuting technologies such as faxes, modems, and e-mail. (R, IN, S, T)
5. Can demonstrate understanding of data center automation, such as automated tape libraries. (R, IN, S, T)
6. Can demonstrate an understanding of the following terms: client/server environments, open systems, automation software, graphics interface, and programming. (R, IN, S, T)
7. Can demonstrate proper technique used to enter commands and activate controls on computers and peripheral equipment to integrate and operate equipment. (R, IN, S, T)
8. Can demonstrate proper technique used to enter command to clear computer system and start operation. (R, IN, S, T)
9. Can demonstrate proper techniques used to load peripheral equipment with selected materials for operating runs. (R, S, T)
10. Can demonstrate ability to appropriately monitor the control console and detect faulty output or machine stoppage. (R, IN, S, T)
11. Can demonstrate ability to correctly locate and diagnose reasons for equipment malfunction. (R, IN, S, T)
12. Can demonstrate proper procedure used to terminate programs, as required. (R, IN, S, T)
13. Can demonstrate proper technique used to enter commands to correct error or stoppage to resume operations. (R, IN, S, T)
14. Can demonstrate proper technique used to clear equipment at end of operating run. (R, IN, S, T)
15. Can demonstrate ability to accurately record information such as computer operating time, and problems which occurred, such as down time, and actions taken. (IN, S, T)
16. Can demonstrate ability to appropriately read job set-up instructions to determine equipment to be used and order of use. (IN, S, T)
17. Can demonstrate ability to appropriately answer telephone calls to assist computer users encountering problems. (R, IN, I, S, T)
18. Can demonstrate ability to appropriately separate output, when needed, and send data to specified users. (IN, S)
19. Can demonstrate ability to assist in classifying, cataloging, and maintaining tapes. (IN, S)
20. Can demonstrate ability to assist in testing and debugging new programs. (R, IN, S)
21. Can demonstrate the ability to maintain personal computer networks. (R, IN, S, T)
22. Can demonstrate ability to work under stress to meet schedule deadlines. (R, I)
23. Can demonstrate good oral and written communication skills. (I)