

EDP OPERATIONS ASSISTANT

KIND OF WORK

Clerical electronic data processing work.

NATURE AND PURPOSE

Under immediate supervision, operates computers of limited capability and/or a variety of local or remote peripheral equipment (printers, plotters, tape units or drives, disk units or drives, alpha-numeric data entry keyboards) to enter, update, manipulate, and retrieve data to furnish accurate and current information for internal and external use by a state agency; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Operates peripheral equipment designed for computer applications (e.g., printers, tape units or drives, disk units or drives, card readers, optical scanners, decollaters, bursters) to support digital computer operations by loading programs, mounting forms in the printer, setting and adjusting equipment controls that regulate the jobs.

Operates computers of limited capability (e.g., mini/micro and older generation computers) to generate reports, charts, graphs, etc., by entering, maintaining, manipulating, and retrieving data with user-friendly software.

Transcribes data to a form suitable for computer processing by operating a data entry device such as a keypunch machine or display screen.

Classifies, cataloges, and releases media such as tapes, disks, cards, cassettes to maintain a library of media by inspecting, storing, and retrieving them according to a standardized system.

Monitors workflow to respond to input/output instructions or error conditions by analyzing requests for data, debriefing, routing, performing audit controls, and following user requests.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

The operation of data entry and data processing equipment (e.g., mini/micro computers, computer peripheral equipment) sufficient to set guides and controls to prepare, load, and activate equipment for operation.

User friendly software and operating systems sufficient to submit, manipulate, and retrieve data according to prescribed formats and procedures.

The methods and procedures used in data preparation and data entry sufficient to transcribe data into a form suitable for computer processing.

The methods and procedures used in maintaining a library of computer media sufficient to categorize, store, release, clean, or perform minor repairs on computer media (e.g., tapes, disks, cards, cassettes).

Input/output functions and procedures sufficient to maintain efficient workflow.

Ability to:

Detect hardware and software malfunctions through observation of error lights, machine stoppage, error messages, or faulty output and to diagnose minor hardware or software problems sufficient to correct failure errors and to resume operation according to predetermined instructions.

Understand and follow written and oral instructions and procedures as applied to computer operation and data processing.

Maintain effective working relationships with users.

Est.: 1/84
Rev.:
Ckd.: 11/91

T.C.:
Former Title(s):