

## EDP OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the operation of a data entry machine entering and/or verifying information from source documents. Incumbents also receive instruction in the operation of electronic computers and peripheral equipment enabling them to maintain computer files. Duties are performed under the general supervision of the Director of Data Processing in accordance with established procedures and policies. An EDP Operator does related work as required.

### TYPICAL WORK ACTIVITIES:

- Scans source documents and transcribes data onto magnetic tape, data cards, discs, or directly into computer by manipulating the alphanumeric key portion of the machine;
- Locates proper source data files and makes changes, additions, or corrects errors;
- Sets up data entry machine by inserting program cards or entering a program using the keyboard;
- Completes "batches" of source documents, records information on work sheets, and indicates completion of the work on the batch;
- Verifies data previously transcribed or entered;
- Receives instruction in the operation of a Sperry Univac 90/30 computer and peripheral equipment;
- Operates computer in running programs and maintaining files;
- Takes necessary actions indicated by messages on computer console;
- Mounts tape reels and disc paks on computer;
- Makes adjustments and performs routine maintenance on equipment;
- Distributes completed reports;
- Performs various clerical tasks such as filing and inventory control.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of the theory and practices of data entry machine operation; working knowledge of use and operation of electronic computers; demonstrated ability to operate data entry machines with speed and accuracy; ability to develop skill in the operation of a Sperry Univac 90/30 computer and peripheral equipment; ability to understand and follow oral and written directions; clerical aptitude, attention to details; physical condition equal to the demands of the position.

### MINIMUM QUALIFICATIONS:

- A) Six months experience in the operation of electronic computers, data entry machines, or other peripheral equipment;

OR

- B) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course of instruction in the basic elements of data processing procedures and equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/6/82