

EDP OPERATIONS TECHNICIAN 2

KIND OF WORK

Advanced technical work in electronic data processing operations.

NATURE AND PURPOSE

An employee in this class performs one or more of the following:

- complex computer operations work
- documentation work
- monitoring and directing the flow of work through the control area.

Employees perform assigned work under moderate supervision, with a leadworker generally available to provide assistance.

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

Operates the computer and peripheral equipment.

Accepts and logs in jobs to be processed.

Insures that all input media is complete and accounted for before job is processed.

Directs jobs through the center.

Negotiates production schedules between users and operations.

Writes proper instructions for control to handle data for computer processing.

Monitors and coordinates machine operations for difficult and complex jobs.

Ensures that proper character sets and forms are in use at all times.

Executes job re-start procedures.

Maintains a large data processing tape and disc library.

Develops and maintains file security programs.

Performs detail audits as required and may be responsible for constructing totals required for batch balancing.

Logs out completed job, inspection system output for quality and completeness, insuring that all tasks have been performed.

Insures materials are properly packaged and properly labeled.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Computer and peripheral equipment operation.

Job control language.

Functions of control and staging.

All control and operations standard operating procedures.

Cataloging and recording the use of tapes, discs, and punched cards.

Ability to:

Communicate effectively, both orally and in writing.

Est.: 7/25/68
Rev.:
Ckd.: 8/92

T.C.: 3/30/73
Former Title(s): Data Processing
Technician 2