Computer Operator

SUMMARY:
Operates computer and peripheral equipment to process data.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)
- Enters commands and presses buttons and flips switches on computer and peripheral equipment such as tape drive, printer, data communications equipment, and plotter, to integrate and operate equipment.
- Loads peripheral equipment with selected materials such as tapes and printer paper for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators.
- Enters commands to clear computer system and start operation.
- Conducts in-put operation by editing and posting all receipts and disbursements, daily reports, payrolls, ACH transactions. Conducts out-put operation by printing daily, weekly, monthly and other periodic reports in accordance with predetermined schedules.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)