

# Leon County Public Schools Classification Specification

Salary Grade 29

## Summary Information:

**Classification Title:** Computer Operator      **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

## Activity Identification

### Activity Name

|     |                                  |   |
|-----|----------------------------------|---|
| 637 | Computer Operations              | Operate and maintain the computer system. This does <u>not</u> include operating a personal computer.   |
| 633 | System Trouble Shooting          | Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.          |
| 643 | Computer Control                 | Log input and output documents. Maintain manuals and publications.  |
| 077 | Technical Assistance             | Provide consultation and assistance regarding specific matters within identified area of expertise.   |
| 638 | Job Scheduling                   | Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.   |
| 646 | Data Inquiry/Access              | Use computer terminals to access data.  |
| 645 | Data Entry                       | Enter data.   |
| 634 | Maintenance - Personal Computers | Schedule or arrange for maintenance of personal computers.  |
| 630 | Software/Hardware Selection      | Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.  |
| 613 | Self-Development                 | Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc. |
| 999 | Assigned Duties                  | Perform other duties as assigned.   |

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**General Classification Specification Factors:**

**Education/Experience:** Vocational training (720 hours) in appropriate area with no related experience required; or  
High School Diploma with one year related experience required

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003