

**POSITION:** COMPUTER OPERATOR (Main Frame)

**REPORTS TO:** Director of Accounting Services

**DESCRIPTION:** Qualified personnel employed to operate computers and to transcribe from notes on mechanical equipment, receive callers, perform clerical tasks, prepare reports, and operate office machines. This individual shall assist in maintaining payroll records, reports, and shall operate the board's main frame computer and related data processing equipment.

**QUALIFICATIONS:**

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. College credit in data processing desired, with specialized training and experience in general office procedures, payroll, and computer operations.
5. Three to five years' experience in office work with main frame computer experience preferred.

**RESPONSIBILITIES:**

1. Prepares for input and monitors the computer hardware to provide data for timely information required to efficiently operate the school system.
2. Operate Board's main frame computer and related equipment.
3. Performs the usual office routines and practices associated with a business office.
4. Files correspondence, invoices, cards, or other records in prescribed manner.
5. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
6. Orders and maintains supplies as needed.
7. Operates business machines.
8. Maintains positive work habits.
9. Performs duties efficiently and productively.
10. Maintains and/or upgrades job-related skills.
11. Performs other related tasks as assigned by the Director of Accounting.
12. Develops and maintains a safe work environment at all times.

**SALARY:** Pay Grade: ..... E

**EMPLOYMENT TERM:** 261 Days