

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105770

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing Mainframe

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006523

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Computer Operator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:30 a.m.

TO: 5:00 a.m.

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Operates & monitors high-speed production printers &, impact printers using more complex IBM JES3/MVS messages (e.g., manipulation of reports & print scheduling) & Windows messages (e.g., manipulation of output production for desktop &, network printing): loads/unloads forms from printers; reports printer hardware malfunctions to a lead operator or supervisor; performs routine tasks related to operating high-speed IBM/Xerox production printers (e.g., adding toner, developer, emptying toner collection stations); cleans & performs routine minor maintenance on printers & peripheral equipment; maintains related logs/forms associated with print activity; uses multi-vendor personal computers; uses Microsoft Exchange for e-mail communications; corresponds with different agencies, through telephone, e-mail or written documentation; reads technical manuals regarding equipment & system procedures; completes online training/tutorials through Computer Based Training; responds to system issues 24 hrs/day, 7 days/week which requires overtime, standby or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) safety regulations & procedures compatible with OSHA standards; (2) State Printing -Print Services Computer Operator Training Guide*; (3) JES3/MVS messaging; Skill in (4) operation of computer terminal & peripheral computer equipment (e.g., IBM/Xerox high-speed production printers, impact printers, micro-computers, & peripherals; Ability to (5) carry out simple instructions; (6) define problems, collect data, establish facts & draw valid conclusions; (7) comprehend simple sentences with common vocabulary; (8) read technical manuals & instructions; (9) move limbs/fingers easily to perform manual functions repeatedly; (10) stand, walk or bend continuously ; (11) demonstrate strength to lift, push, pull or otherwise move up to 50 lbs. of paper/forms or supplies; (12) respond to system issues on 24X7 basis; (13) carry cell phone or wear pager.
20	Operates pre & post processing equipment related to State Printing Mainframe Print Services activity (e.g., automated paper roll feed system, decollators, bursters, shrink wrapper, perforator, paper jogger, loop bundler): cleans & performs routine maintenance on pre & post processing equipment; reports malfunctions of pre & post processing equipment to a lead operator or a supervisor.	Knowledge of 1, 2*, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12

*developed after employment

JOB CODE TITLE
Computer Operator 3

JOB CODE
12372

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Geoffrey Westhoven/ce

6/27/12

Appl. 6-27-12 (aw)

