

**COMPUTER AIDE**

**Duties and Responsibilities**

This class of positions encompasses either the operation of computer consoles and computer peripheral devices or supervisory activities. There are two assignment levels within this class of positions. All personnel perform related work. Employees may be required to work rotating shifts, around the clock, including Saturdays, Sundays and holidays, depending on the needs of the agency.

**ASSIGNMENT LEVEL I**

Under supervision, with some latitude for independent initiative and judgment, performs the data processing functions or may supervise personnel performing routine functions in the areas described below.

**ASSIGNMENT LEVEL II**

Under supervision, with considerable latitude for independent initiative and judgment, supervises a group of subordinate employees performing any one or more of the functions described below or performs more complex assignments in one or more of the following:

Operates an electronic computer.

Operates the peripheral equipment attached or communicating with an electronic computer.

Observes and controls the operation of computer equipment, including computer output microfilm equipment, checks indicators and determines proper functioning of equipment.

Maintains logs of computer use and produces reports on production and machine utilization.

Performs related functions required for the continued and efficient operation of a computer.

**Qualification Requirements**

1. A four year high school diploma or its equivalent, plus (a) six months of full-time computer operations experience acquired in the past year, or (b) graduation from an approved technical school (approximately 675 hours) with a specialization in computer operations; or
2. An associate degree from an accredited college (60 credits) including or supplemented by 12 credits in computer operations; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its equivalent.

**Direct Lines of Promotion**

From: None

To: Computer Associate  
(Operations) (13621)

Computer Aide

R 2.24.88

Doc. ID No. 1444Y