

COMPUTER AIDE SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0059	Computer Aide I	04	722	6 mo.	04/24/96
0060	Computer Aide II	04	722	6 mo.	04/24/96

Promotional Line: 33

Series Narrative

Employees in this series prepare, collate, and route data being entered into or generated by a digital computer and/or supervise such activities.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Computer Aide I 0059

Employees at this level perform beginning-level duties in the preparation, collation, and routing of digital computer output data. They work under direct supervision from a designated supervisor.

A Computer Aide I typically--

1. receives, identifies, checks, and batches input materials for a digital computer
2. separates, sorts, identifies, checks, collates, and distributes output from a digital computer
3. assists in the operation of peripheral equipment associated with a computer complex, as required
4. assists in maintaining and updating information message services, as required
5. assists in the maintenance of a computer tape and program library
6. maintains or assists in maintaining detailed work flow records
7. supervises employees of lower rank as assigned
8. performs other related duties as assigned

Level II: Computer Aide II 0060

Employees at this level prepare computer input data, collate and route output data, and prepare, maintain, and revise program and record files. They work under general supervision from a designated supervisor.

A Computer Aide II typically--

1. supervises, performs, and is responsible for receiving, identifying, checking, and batching input materials for a digital computer
2. supervises, performs, and is responsible for separating, sorting, identifying, checking, collating, and distributing output data from the computer
3. assists in the training of other personnel
4. keeps detailed records of work flow
5. is responsible for the computer tapes and program library
6. maintains and updates written, oral, and telephone information message services, as required
7. operates peripheral equipment associated with the computer, as required
8. reviews input and output data for completeness in compliance with operational policies
9. obtains and distributes required computer reports
10. may supervise Computer Aides and/or other employees of lower rank as assigned
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Computer Aide I 0059

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to reason
2. ability to perform clerical functions with speed and accuracy
3. ability to deal effectively with others

Level II: Computer Aide II 0060

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

2. one year of experience as a Computer Aide I, or related work experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to reason
2. ability to perform clerical functions with speed and accuracy
3. ability to deal effectively with others

Computer Aide I (EDITED)

Computer Aide II (EDITED)