

## DATA PROCESSING OPERATOR

### Nature of work

The principal and customary work of the employee in this employment class consists in ensuring the operation of computers and the peripheral equipment, according to the established standards.

Rate your skills	Yes	No
I can ensure the preventive maintenance and good operation of the computers and peripheral equipment.	<input type="checkbox"/>	<input type="checkbox"/>
I can perform minor repairs of the computers and peripheral equipment.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to determine the order of priority of the production orders, to execute them and to keep an inventory of the tasks to be done and those already completed.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to update the systems' documentation, ensure the security of data and maintain files.	<input type="checkbox"/>	<input type="checkbox"/>
I have the knowledge to take care of data transfers between the micro-computing network and the central system.	<input type="checkbox"/>	<input type="checkbox"/>
I have enough experience to make service calls and to do the follow-up.	<input type="checkbox"/>	<input type="checkbox"/>
I have the necessary skills to train and assist users.	<input type="checkbox"/>	<input type="checkbox"/>

### Required skills

I have very good judgment and analytical capability.	<input type="checkbox"/>	<input type="checkbox"/>
I have good planning and organization skills.	<input type="checkbox"/>	<input type="checkbox"/>
I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have an excellent knowledge of spelling and grammar.	<input type="checkbox"/>	<input type="checkbox"/>