

## **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.

### **Required qualifications**

#### Schooling and experience

To have a diploma of vocational studies in an appropriate specialty or an attestation of studies which is recognized as equivalent by the competent authority and have at least two (2) years of pertinent experience.

### **Some characteristic duties**

The employee in this employment class is responsible for preventive maintenance and smooth operation of computers and peripheral equipment; if need be, he performs minor repairs.

He supervises and operates the control desk.

He determines the order of priority and carries out the production orders, distributes them and makes reports.

He acts as an intermediary between the users and the systems used.

He updates the contents of technical manuals for software and computer operating systems, and is responsible for their distribution.

He takes care of data transfers between the micro-computing networks and the central system and of data transmission to organizations' central computers.

He makes service calls and is in charge of the follow-up.

He destroys invalid files, compresses data on disks, makes, verifies and identifies security copies and keeps an up-to-date inventory of the work to be done and the work completed.

He may be called upon to train users on the operation of a data processing terminal and assist them when using terminals.

Within the framework of specific policies, he is asked to modify the spaces reserved for users and may assign passwords.

He may be called upon to train new employees in the same employment class as well as to coordinate the work of support personnel.

If need be, he performs any other related tasks.