



**PROVISIONAL OPENING FOR**  
**A Computer Operator**

There is a \*\*provisional opening in the Allegany County Information Technology (IT) Department for a Computer Operator.

Salary \$18.75 ~ \$22.56/hr.

This is technical work involving responsibility for the operation of an electronic computer and related peripheral equipment in a computer center. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under general supervision on routine assignments in accordance with defined procedures. Supervision is available for consultation on unusual problems and to provide instruction on new or difficult assignments. Supervision over others is not normally a responsibility of this class. Does related work as required.

Good knowledge in the use and operation of an electronic computer; good knowledge of the principles and practices used in the operation of computer peripheral equipment; ability to operate and make minor adjustments to an electronic computer and related peripheral equipment; clerical aptitude; ability to understand and interpret written material; mental alertness; accuracy; dependability; physical condition commensurate to the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course of instruction in the basic Computer Operator elements of data processing equipment and procedures; OR
- B. Six months of experience in the operation or in a position directly supporting the operations of electronic data processing computers or peripheral equipment.

*\*\*This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.*

***\*\* Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.