# CLASS TITLE: PERSONAL COMPUTER OPERATOR I

## CHARACTERISTICS OF THE CLASS

Under immediate supervision, operates a personal computer to produce printed documents of basic complexity, and performs related duties as required

## ESSENTIAL DUTIES

- Operates a personal computer to produce basic documents (e.g., letters, memoranda, forms)
- Selects menu and specifies desired functions
- Types information from longhand, rough drafts, and printed copies using a personal computer
- Compares text displays on a monitor with source documents
- Revises, copies, blocks, inserts, and centers text to conform with information on the source documents
- Interprets display messages and responds appropriately
- Stores completed documents or information on disks or hard drives
- Edits material entered previously and stored on disks
- Selects menu functions and options to print documents
- Proofreads copy for completeness and accuracy
- Ensures printed copies are error free
- Organizes files on disks and labels them for orderly retrieval
- Performs data entry duties on a remote terminal
- Performs basic clerical duties (e.g., filing, retrieving documents, photocopying, typing, collating, answering telephones, providing information to the public)

*NOTE:* *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Six months of work experience in operating personal computer equipment and using standard personal computer software packages

### Licensure, Certification, or Other Qualifications

- **None**

## WORKING CONDITIONS

- General office environment.

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Some knowledge of:

- clerical methods, practices, and procedures
- applicable computer software packages and applications (e.g. Microsoft Work and Excel)
- *English language spelling, punctuation, and grammar
- alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules and regulations

### Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING  - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand

### Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.