

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL
CLASS SPECIFICATION**

DATA CENTER SPECIALIST I

Class Code: K2621

DISTINGUISHING FEATURES OF THE CLASS

Under immediate supervision, operates an on-line mainframe computer and associated terminals, tape drives, printers and other peripherals in a training capacity.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Studies operational instructions and codes to obtain a working knowledge of machine operation techniques and related program functions; participates in formal instruction and on-the-job training.
2. Sets console controls, mounts and dismounts tapes and disk packs and adjusts peripheral equipment.
3. Maintains routine records of machine operating time; maintains log of assigned work orders; prepares production reports.
4. Manually operates computer console, control system input and output devices and allocates machine storage with guidance and direction from experienced staff.
5. Performs routine equipment maintenance such as cleaning tape drives and printers, replacing ribbon cartridges and adding ink or toner to printers or copiers.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires no previous experience.

Knowledge, Skills and Abilities:

Requires elementary knowledge of business practices and procedures.
Requires elementary knowledge of basic computer concepts and terminology.
Requires elementary knowledge of filing, categorization and organization of data and files using computer software.
Requires ability to perform simple arithmetic calculations.
Requires ability to accurately input instructions and commands using a computer keyboard.

- Requires ability to read and comprehend detailed instructions.
- Requires ability to effectively communicate facts, processes or work situations.
- Requires ability to elicit information from others.
- Requires ability to keep accurate records of all incoming and outgoing material processed on computer hardware.
- Requires ability to conduct error analyses and identify machine malfunctions.
- Requires ability to understand and interpret computer operations procedures and to assign appropriate media to each phase of an operation.
- Requires ability to operate, adjust and care for the computer console, hardware and peripheral equipment.
- Requires ability to exercise discretion in handling confidential data.
- Requires ability to establish and maintain harmonious working relationships with co-workers and users and foster commitment and team spirit.
- Requires ability and willingness to work non-standard shifts.

Approved by the Secretary of State Merit Commission, April 16, 2003

Effective May 16, 2003

Tests and Weights	Written Test	100%
Knowledge, Skills and Abilities Tested:	Math Business Practices and Procedures Computer Knowledge Reading Comprehension	