



# Example of Computer Operations Job Description

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Our company is searching for experienced candidates for the position of computer operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for computer operations

- Process and complete User Acct
- Check DB Status and understand detail
- Check, review and maintain OWL (Operations Workflow Log) alerts for databases being monitored
- Execution of Macros for the creation of the client queues, utilizing internally developed processes
- Perform Quality Control of the executed macros and the client queues, utilizing internally developed tools
- Append adhoc business requests to the client queues
- Run comparison report between SuRPAS and the Master Event List to ensure all events are correctly queued
- Interact and plan support with our offshore team resources
- Check DB Status and understand when updates can be made to client queues
- Perform cursory troubleshooting of processing errors and follow escalation and contact procedures appropriately

## Qualifications for computer operations

- Active Top Secret with polygraph clearance
- Minimum three (2) years experience with system (Windows, Linux, and Solaris) and network administration
- Able to install and configure anti-virus software and spy-ware protection software

- Independent thinker, able to ascertain source of system problem(s) and recommend/implement changes that improve process efficiencies
- Bachelors degree and 2 years system administration experience to include UNIX, Linux, and Windows platform, or 6 years of experience in lieu of degree