

## **COMPUTER APPLICATION SPECIALIST**

Code No: 4-20-006  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for the development and/or maintenance of customized database applications for use on micro-computers. This position differs from the higher-level position of Senior Computer Application Specialist in that it's an entry-level position, performing less complex tasks, and is not responsible for the oversight or supervision of staff. The employee reports directly to, and works under the general supervision of, a higher-level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other rated activities may be performed, although not listed):

Develops and/or maintains customized database applications for various divisions or agencies for their use on micro-computers;

Acts as the subject matter expert for assigned applications;

Tests, checks, corrects, and maintains all software/applications used by the division or agency;

Maintains computer-based records on a variety of data including but not limited to employees, benefits, payroll, student scheduling, attendance, testing, and assessment;

Conducts in-house training sessions in the use of databases and software applications used in educational institutions and agencies;

Provides end-user software application support and instruction;

Links computer files for the efficient compiling and transferring of agency data.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the logical working of a micro-computer and its operating capacities; good knowledge of agency application software; ability to develop and maintain accurate and effective computer database software applications; ability to test, check, and correct software programs; ability to train others in proper operational procedures; ability to establish and maintain effective professional relationships; accuracy; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree in a Computer Science or an Information Technology related field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in developing or maintaining database applications on micro-computers; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

### **Monroe County Civil Service Commission**

**ADOPTED:** May 19, 1994

**REVISED:** June 8, 2000

**FORMERLY:** Application Specialist

**REVISED:** November 8, 2001

**REVISED:** March 4, 2010

**REVISED:** December 12, 2024

