

COMPUTER PROGRAMMER TRAINEE

Code No.: 4-01-007

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position involving on-the-job training in the designing and testing of program logic, coding of programs and preparation of programs for computer operations. The work is performed under the general supervision of a Computer Programmer or other senior level staff member, in accordance with established policies and procedures. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Computer Programmer without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the development and writing of computer programs;

Learns the aspects of the component parts of computer hardware and software;

Learns departmental job control language to translate data processing objectives into programs;

Learns and assists in the preparation of flow charts to show the sequence of computations for the solution of the problem;

Learns to code programs in the authorized language;

Assists in designing program logic to meet specifications and to adhere to prescribed programs;

Tests, checks and debugs programs after learning the techniques of program writing;

Writes the documentation for the implementation of a computer program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of mathematical logic; working knowledge of the methods of logical deduction; ability to acquire knowledge in operating data processing equipment; ability to learn the techniques in designing a computer program and the logical steps involved in developing a workable program; ability to learn how to test a program, recognize problems and debug the program; ability to learn the department's programming language; ability to prepare flow charts; ability to code programs; ability to do detailed work; ability to establish and maintain effective professional relationships; accuracy; thoroughness; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma, plus two (2) years of full-time or its part-time equivalent paid experience in computer data processing activities, at least one (1) year of which shall have been in computer programming; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus one (1) year of full-time or its part-time equivalent paid experience in computer data processing activities; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of full-time or its part-time equivalent paid experience in computer data processing activities; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 11, 1976

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