# DISTRIBUTED PROCESSING TECHNICIAN TRAINEE

Code No. 3-05-149
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS**: This is an entry-level position involving on-the-job training in the computer services field. Employees develop the technical skills necessary to independently perform such duties as developing in-house software for use in microcomputers/minicomputers, analyzing hardware and software problems and taking corrective actions, demonstrating the operation and use of microcomputer/hardware and software, and other related duties. Upon successful completion of one (1) year probationary period, incumbents are promoted to Distributed Processing Technician without further examination. Direct supervision is received from a systems programmer or other senior level staff member. Does related work as required.

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

Participates in assisting staff in the development of in-house microcomputer software for use at distributed processing sites;

Participates in the analysis of microcomputer and data communications hardware and software problems, and in taking corrective action;

Participates in the demonstration of the operation and use of microcomputer hardware and software;

Participates in the training of users in the operation and maintenance of microcomputer hardware and software;

Participates in assisting users with microcomputer hardware and software selection;

Participates in assembling and testing new microcomputer hardware and software;

Keeps current with technology changes through the reading of periodicals and other educational materials.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**: Working knowledge of microcomputer and minicomputer product technology; working knowledge of logical operation of computers and data communication devices; working knowledge of microcomputer software programming; working knowledge of business, educational and operating system related software; working knowledge of data processing methodology and techniques including documentation and data security; ability to define and recommend microcomputer/minicomputer applications; operations and programming; ability to detect and resolve microcomputer/minicomputer breakdowns and problems; ability to reduce problems logically; ability to communicate effectively with non-data information regarding microcomputers, and minicomputers; ability to establish and maintain effective professional relationships with others; initiative; patience; physical condition commensurate with the demands of the position.

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

(A)      Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or a closely related field; OR,

(B)      Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or a closely related field, plus six (6) months of microcomputer work experience, which shall have included business applications programming involving data base and spread sheet design; OR,

(C)      Two (2) years paid full-time or its part-time equivalent experience as defined in (B); OR,

(D)      Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**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.

ADOPTED:  January 17, 1985
REVISED:  January 7, 1988
REVISED:  October 15, 1992