

COMPUTER OPERATOR/PROGRAMMER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves receiving on-the-job training to become qualified as a computer programmer in addition to performing the duties of a proficient computer operator. This class differs from that of computer operator by virtue of the instruction received in computer programming during this traineeship. Trainees will advance to Computer Operator/Programmer without further examination upon successful completion of their traineeship. Direct supervision and instruction is received from the Director of Data Processing. An Operator/Programmer Trainee does related work as required.

TYPICAL WORK ACTIVITIES:

- Engages in on-the-job study and training in the theory and practices of computer programming;
- Increasingly assumes responsibility for the following:
 - * Writes programming language instructions for use in digital computer programs;
 - * Prepares input and output forms;
 - * Tests, revises, and corrects new and modified programs;
 - * Maintains accurate documentation of program logic and operating instruction for computer operators;
- Operates an electronic computer and peripheral data processing equipment;
- Changes tapes, disc packs, printer paper, and makes other routine adjustments on system;
- Studies program operating instruction;
- Observes console messages and takes appropriate action to continue execution of programs;
- Updates manuals and files on system operating procedures;
- Distributes data processing output to user departments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of mainframe computer operation; working knowledge of computer programming techniques and terminology; working knowledge of financial account keeping; ability to operate and make routine adjustments to computers and peripheral equipment; ability to increase one's knowledge of and skill in the use of programming techniques; ability to follow complex oral and written instructions; ability to work effectively with others; attention to details; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course of instruction in the basic elements of data processing equipment and procedures;

OR

B.) Six months of experience in the operation or in a position directly supporting the operations of electronic data processing computers or peripheral equipment.

NOTE: Sperry Univac 90/30 B equipment is used in County Facility.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/12/83

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