

## COMPUTER PROGRAMMER TRAINEE

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, practical, and academic knowledge of basic electronic data processing principles, techniques, and practices. The term of appointment will be thoroughly instructed in the duties, skills, and responsibilities of the position. Trainees may then be eligible for appointment to the position of Computer Programmer after taking a qualifying examination.

DISTINGUISHING FEATURES OF THE CLASS: This position involves on-the-job training to become qualified as a computer programmer. The on-the-job training will consist of instruction from superiors and assisting them in the preparation of programs. The position of computer programmer trainee is an important technical position responsible for the production of new programs and modification of existing programs from data supplied by Senior Programmer. Direct supervision is received from the Electronic Data Processing Director and from the employee in the organization responsible for systems analysis. Supervision may be exercised over subordinate personnel such as computer operators, key punch operators, and other clerical personnel. A Computer 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;
- Assists superiors and increasingly assumes responsibility for the following:
  - \* Prepares detailed program instructions to adapt to data processing equipment;
  - \* Confers with superior to ascertain the nature of the project, to form the source of information, to form the results required, to analyze the problems;
  - \* Prepares output reports for various agencies;
  - \* Develops instructions for manipulation of the system from prepared plans of application;
  - \* Establishes check-points at intervals to verify accuracy of work;
  - \* Prepares instructions for guidance for the computer operator;
  - \* Performs testing revisions and corrections, including maintenance, to programs;
  - \* May train and assist operator;
  - \* Makes instruction and program flow of application for aid to operators.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good technical knowledge of the operation of electronic data processing equipment and some practical and academic knowledge of other electronic data processing principles, techniques, and practices; working knowledge of the methods used in keeping financial accounts; ability to learn more advanced electronic data processing principles and practices; ability to develop cooperative relationships with associates; ability to follow complex written and oral instructions; good judgement; integrity; good physical condition.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical experience.

*NOTE*: SPERRY UNIVAC 90/30 equipment is used in County Facility.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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