COMPUTER PROGRAMMER

GENERAL STATEMENT OF DUTIES: Compiles new programs and modifies existing programs for electronic data processing equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for the production of new programs and the modification of existing programs from data supplied by systems analysis. Direct supervision is received from the Director of Data Processing and from the employees 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.

TYPICAL WORK ACTIVITIES:

- 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;
- Designs cards and forms to be used as input and output;
- May train and assist operator;
- Makes instruction and program flow of application for aid to programmers and operators;
- Aids in determining future applications to be used on system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of program writing and evaluation; good technical knowledge of the operation of data processing equipment; good knowledge of the methods used in keeping financial accounts and records; good knowledge of office terminology, procedures, and equipment; ability to follow complex written and oral directions; good judgement; integrity; good physical condition.

<u>M</u>INIMUM <u>Q</u>UALIFICATIONS: Either:

A.) Study at a regionally accredited or New York State registered college or university. Course work must have included successful completion of at least 18 semester credit hours in electronic data processing subjects;

OR

B.) Successful completion of a certified course in computer programming offered by a New York State approved technical training school or institute;

OR

C.) One year of experience programming electronic data processing computers;

OR

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

NOTE: Sperry Univac 90/30B Computer is in use.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/17/88

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