

JUNIOR PROGRAMMER

GENERAL STATEMENT OF DUTIES: Assists in preparing detailed program instructions for internally stored programmer computers with magnetic storage media; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the lead and senior programmers, this class is responsible for assisting in the analysis of simple systems packages, and for assisting in the development of program instructions for internally stored media to effect the results desired. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in preparing detailed program instructions for internally stored program computers;

Assists in analyzing the nature of a project, and the form of results required;

Assists in preparing input and output memory layouts and block diagrams to show the sequence of computations;

Assists in developing machine instructions for data manipulations;

Assists in preparing instructions for the guidance of the computer operators, unit record operators and key punch operators;

Lists each machine step, with directions to assist operators, and assists in preparing complete text descriptions for future reference;

Assists in preparing sample test data;

Assists in testing and debugging programs;

Works out simple programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques and methodology of programming; familiarity with computer language; ability to apply computer systems to business problems; reliability; resourcefulness; accuracy; good disposition; ability to think logically; stamina; good physical condition.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE: Possession of a high school or equivalency diploma and either (a) possession or eligibility for a diploma from a computer school accredited by the National Association of Trade and Technical Schools; or b) completion of an approved two year college course with an Associate's degree which must have included or been supplemented by a COBOL programming language course and/or Data Processing/Computer Science course; or c) six months of recent experience (within the last five years) in third generation internally stored programmed computers using magnetic storage media and COBOL programmer language.