

JUNIOR PROGRAMMER

GENERAL STATEMENT OF DUTIES: Assists in analyzing, organizing and preparing detailed program instructions for electronic data processing operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, this class is responsible for assisting in the analysis of projects and for the development of electronic data processing programs to affect the results desired. This position differs from that of Programmer in that the level of programming is of a more routine nature and is less skilled and sophisticated. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative only)

Assists in preparing detailed program instructions for electronic data processing operations;

Assists in analyzing the nature of the projects, the form of service information 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 the establishments of check points at regular intervals to verify the accuracy of the work in progress;

Assists in setting up machine work areas by reserving memory positions for input and output storage, processing and controls;

Assists in preparing instructions for the guidance of the computer operators;

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

Assists in preparing sample test data;

Assists with the actual testing and makes modifications, revisions and corrections to programs;

Assists with the evaluation of programs to determine if other combinations of instructions would achieve greater flexibility, better machine utilization or more dependable results;

EXAMPLES OF WORK: (Illustrative only) (Continued)

Assists with the modification of existing programs in accord with changes in procedure or results desired.

May use computer applications such as spreadsheets, word processing, email, calendar and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of current practices of computer programming; basic knowledge of financial forms and systems; ability to apply computer systems to business programs; ability to use computer application software; initiative; reliability; resourcefulness; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTQABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of recent experience in computer programming.

SUBSTITUTION: Recent completion of an approved course in computer operations, computer science, programming or related field at a recognized college, trade, technical or business school may be substituted for six (6) months of the required experience.

NOTE: Recent experience and/or training is defined as completion within the last five (5) years.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye & Peekskill
School Districts
J. C.: Competitive

Job Class Code: S810 (School Districts)
0810 (Municipalities)