

PROGRAMMER I

NATURE AND VARIETY OF WORK

This is entry level technical work responsible for analyzing systems requirements or the preparation of programs for automated systems and peripheral equipment. Work is performed under the immediate supervision of higher level programming personnel.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Under close supervision, learns to resolve technical problems relative to program formulation; assists in the analysis and study of specific detail system requirements as well as the preparation of programs of instructions.

Prepares or assists in the preparation of block diagrams or flow charts; translates, by means of established compiler or assembly system languages, specific program statement into programs of instructions for an electronic digital computer.

Tests, checks, and analyzes major programs of instructions for review and test purposes; checks and analyzes specific program details to refine procedures and to reduce computer operating time; corrects program errors and improves techniques by reviewing specific programs instructions or altering order of operations.

Prepares and assists with written presentations and documentations of program operating procedures.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of automated systems coding practices necessary for programming elemental programs.

Ability to apply fundamental mathematical skills in analyzing methods and procedures situations.

Ability to establish and maintain effective working relationships with associates, representatives of private firms, county officials, and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school plus vocational training in programming, detail flow charts, block diagramming, or an equivalent combination of education training and experience.

CREATED: 6/69
REVISED: 10/88