

## COMPUTER APPLICATIONS PROGRAMMER TRAINEE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving responsibility for learning on-the-job aspects of developing, testing and debugging of new programs for an electronic data processing system. At first, the trainee will perform all operations under the direct supervision of a higher level Programmer. As the incumbent becomes more experienced, he/she will be expected to take on more independent responsibilities in the area of programming. Employment in this trainee title is limited to a maximum of fifty-two (52) weeks, at which time the incumbent, if work performance has been satisfactory, is entitled to promotion to the journeyman level of Computer Applications Programmer. In no instance is employment in this title to exceed fifty-two (52) weeks. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reads and studies assignments related to computer programming;

Assists, to learn, the design, creation and/ or revision of programs for new and old computer applications;

Assists, to learn, the testing and debugging of programs to assure completion according to pre-determined requirements;

Assists, to learn, in the analysis of program debugging aids to determine errors in programming;

Assists, to learn, in the documentation of applications programs noting function of program and associated information needed for future reference;

Participates in consultations with the a higher level technical employee, to implement customer needs and requirements;

Notifies appropriate personnel of system errors or failures;

Attends seminars and conferences on new developments in data processing.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles of computer programming; working knowledge of current programming development languages; working knowledge of the principles and applications of data processing; working knowledge of office terminology; ability

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to follow oral and written instructions; ability to communicate effectively with others; accuracy; initiative.

**MINIMUM QUALIFICATIONS:** Either:

- A. An Associate's Degree in Computer Science or related field; **OR**
- B. Possession of a diploma or certificate of completion for a course of study in computer programming from a technical school licensed by the New York State Department of Education and one (1) year of programming experience in a computer center environment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and two (2) years of programming experience in a computer center environment; **OR**
- D. An equivalent combination of A, B and C above.

**Note 1:** College level study in Computer Science or related field may be substituted for the above required associate's degree; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. College courses may not be substituted for the one year required experience.

**Note 2:** Examples of current programming development languages include but are not limited to: HTML, JavaScript, Microsoft Access, Visual Basic, SQL, Python, CSS, C++, PHP and Java.

ULSTER COUNTY  
1570 CMP AP TR  
Classification: Competitive  
Grade: 14  
Union: CSEA

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