Clinton County

Jurisdictional Class: Competitive
Adopted: December 3, 1976
Revised: April 23, 2010

ASSISTANT COMPUTER PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for modifying computer programs. The work involves modifying, testing, debugging of programs, implementing, maintaining and documenting appropriate software applications. An incumbent in this position operates computers and related peripheral equipment for production work on a regular basis. The incumbent may work with more than one operating system and with more than one programming language including Visual Basic or other object-oriented/event-driven programming languages. Work is performed under the direct supervision of a higher level administrator with minimal leeway allowed for the use of independent judgment in carrying out technical details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Prepares detailed programming instructions and creates input and output forms, layouts, screens, file and record
        layouts;
Prepares sample test data, performs actual testing, and makes modifications, revisions, and corrections to
        software programs to ensure accuracy and compliance with end user needs;
Debugs new programs to assure completion according to predetermined requirements;
Operates a computer and peripheral equipment for production work;
Performs user needs assessments and develops and performs staff training on user software applications;
Revises, modifies and updates existing software systems according to agency needs;
Creates end user manuals for software;
Diagnoses and resolves software applications problems;
Attends training and other conferences related to the position;
Consults with superiors and reports problems and deviations affecting workload and scheduling;
Prepares and maintains a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Working knowledge of programming languages including Visual Basic or other object-oriented/event-driven
        languages;
Working knowledge of the principles and practices of business processes and basic design and development of
        computer programs;
Working knowledge of computer software related to storing, manipulating, and reporting on accounting and
        statistical data;
Knowledge of personal computer hardware, software and peripheral equipment;
Ability to create and modify basic computer programs;
Ability to understand and interpret complex oral instructions and written directions;
Ability to establish and maintain effective working relationships with others;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to communicate effectively both orally and in writing.

Assistant Computer Programmer

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree, including at least twenty-four (24) credit hours in electronic data processing, computer science, computer programming, systems analysis or related field; or

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree including at least eighteen (18) credit hours in electronic data processing, computer science, computer programming, system analysis or related field and two (2) years of experience in the operation of a personal computer; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.