COMPUTER PROGRAMMER/ANALYST "TRAINEE"

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position in the Information Systems Department.   The incumbent will learn and perform the functions of the Computer Programmer/Analyst.   The work involves learning and the use of the computer programming language to create and maintain computer software programs. The trainee assists the Sr. Computer Programmer/Analyst by performing a variety of duties related to the operation of the Information Systems Department.   The work is performed under the direct supervision of the Sr. Computer Programmer/Systems Analyst. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Learns and performs maintenance of software programs;
Learns and performs analyzing of existing programs, trouble shooting problems identified by program users, and restoring the program to proper functionality;
Learns and performs creation of new programs, using programming languages in use;
Learns and performs compilation of software programs and installation of the applications on users' personal computers and network servers;
Learns and performs testing and documenting of new computer software;
Learns and performs the skills to inform and train users in the proper operation of software applications;
Learns and performs researching, evaluating, and document solutions to technology needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of computer operations, including basic knowledge of computer hardware and software, including operating systems; ability to work with and follow guidelines of others, ability to follow oral and written instructions; ability to perform complex activities with general guidance from supervisory personnel; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, supplemented by a basic computer course.