NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROGRAMMER TRAINEE
Code: 030122 BQC
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Competitive

GENERAL STATEMENT OF DUTIES

This is a competitive class trainee position. The period of trainee service shall be not less than one year and no more than two years from the date of appointment from an appropriate eligible list, the service to be of such length as to satisfy the training and experience requirements for Programmer. Upon the satisfactory completion of the designated trainee service, which also serves as the probation period, a Programmer Trainee shall attain permanent status as a Programmer.

COMPLEXITY OF DUTIES

Under direct supervision, the incumbent assists and receives training in programming for electronic data processing equipment and the work is reviewed for accuracy and completeness; performs related duties as required.

TYPICAL DUTIES

1. Receives on-the-job training in preparing flow charts and block diagrams and translating data into computer instruction programs.
2. Through study and lectures, learns and perfects knowledge of programming language and techniques.
3. Prepares punched card and forms design, program documentation and computer operating instructions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the current methods and techniques of electronic data programming.
2. Knowledge of the use and capabilities of the business application of data processing machines and equipment.
3. Knowledge of the methods and practices of accounting and statistics.
4. Ability to express ideas clearly both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

1. Completion of 60 credits at a regionally accredited or New York State registered college or university including or supplemented by course work in programming for electronic data processing;
   or
2. Completion of a New York State registered program of instruction in programming for electronic data processing.

NOTE: Satisfactory experience in programming for electronic data processing may be substituted for college education and course work in (1) above on a year-for-year basis up to a maximum of two years.

NOTE: Trainee positions are subject to Rules XVII and XIX of the Nassau County

Civil Service Rules in relation to term of probation.