

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROGRAMMER
Code: 030125 BQF
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Programs electronic data processing equipment for the processing of business data; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the work requires the use of judgment in the preparation of basic programs in accordance with established electronic business data programming routines.

TYPICAL DUTIES

1. Prepares flow charts and block diagrams, and translates data into computer instruction programs.
2. Tests routine programs or assists in testing and checking more complex programs.
3. Prepares procedures used in particular data processing operations and assists computer operators when necessary.
4. Assists in analyzing and appraising subject matter for feasibility for electronic data processing.
5. Assists in review of new or revised computer programs.

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 principles and practices of methods and procedures analysis.
4. Knowledge of the methods and practices of accounting and statistics.
5. Ability to analyze and comprehend data processing problems and to make recommendations concerning their solutions.
6. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from 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
and

Two years of experience in programming for electronic data processing.

NOTE: Experience, as outlined in (2) above, may be substituted for college education and course work in (1) above, on a year-for-year basis up to a maximum of

four years.

[Go Back](#)