

## COMPUTER PROGRAMMER I

### DESCRIPTION OF WORK:

Work in this class involves the preparation of less complex computer programs and operational routines for electronic data processing systems.

Employees are responsible for the preparation of block diagrams, logical flow charts, converting these into instructions in a computer language to create computer programs, and for checking and debugging computer programs. Work is performed under the close supervision of a higher-level computer programmer who evaluates the work for conformance to established procedures.

### EXAMPLES OF DUTIES PERFORMED:

Assists in the preparation of complex programs, prepares less complex programs by preparing flow charts, block diagrams, and detailed machine instructions to implement programs and procedures.

Participates in preparing tests to prove accuracy and results of programs.

Observes and participates in the analysis and evaluation of complex data to be processed by electronic data processing equipment.

Assists in the documentation of all procedures used throughout the system.

Performs related duties as required.

### RECRUITMENT STANDARDS:

#### Knowledge, Skills, and Abilities

General knowledge of accounting, mathematical, or statistical series, methods, and practices.

General knowledge of modern office procedures and methods.

Ability to learn programming techniques and the capabilities of electronic computers and peripheral equipment.

Ability to understand and carry out reasonably complex written and oral instructions.

Ability to analyze and to reduce to logical order complex technical data.

Ability to write clear and concise instructions.

#### Minimum Education and Experience

Graduation from a four-year college or university and one-year of computer programming experience; or graduation from a technical school or community college with a two-year degree in related Computer Technology; or an equivalent combination of education and experience. (Coursework including computer programming may be substituted for all or part of the experience requirements.)

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.