



## **JOB TITLE: PROGRAMMER TRAINEE**

Classification: Classified  
Salary Range: 33

Retirement Type: PERS\*  
Revised/Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under direct supervision, perform entry level tasks of minimal difficulty in application programming. The Programmer Trainee receives formal and on-the-job training in basic computer principles and in writing program instructions.

### **REPRESENTATIVE DUTIES:**

Participates in formal and on-the-job training in basic programming and job control language, program editor and standard routine features.

Write or perform maintenance on simple application programs.

Assist in program testing procedures.

Assist in preparing program, operations, user documentation, program test data, testing and debugging.

Revise existing programs as directed.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to an Associate degree in a related field and one year of data processing experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Data processing business procedures

General office practices and procedures

Microsoft's Net framework

Personal computer operations and software (such as Microsoft Office Suite)

Application program languages

#### Abilities/Skills:

Perform inductive and deductive reasoning.

Learn and apply application programming tools and language.

Read, analyze, and interpret documents and technical procedures.

Write reports and routine business correspondence.

Effectively present information and respond to questions from managers, clients, and customers.

Apply basic mathematical reasoning and skills.

Solve practical problems and deal with a variety of concrete variables in situations where some standardization exists.

Interpret a variety of instructions in written, oral, diagram or schedule formats.

Work cooperatively with others.

Licenses or Other Requirements:

This is a trainee classification. Incumbents may remain in this position 12 months, after which they must either advance to the next class or be dismissed.

**WORKING CONDITIONS:**

Standard office setting

Extensive computer work - will look at computer monitor for extended periods of time.

Lift and carry up to 25 pounds.

Move from one location to the other.

May sit or stand for extended periods of time.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.