

**JOB TITLE: PROGRAMMER**

**JOB DESCRIPTION:**

This employee is responsible for preparing detailed instructions and coding of computer programs as applied to specific computer application areas.

Duties of this position include but are not limited to:

1. Assisting in all computer operation functions.
2. Writing, testing and debugging programs.
3. Preparing program flow diagrams.
4. Preparing machine operation instructions.
5. Coding and documenting computer programs.
6. Correcting, revising, and improving functioning programs to make operating refinements.
7. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Functional literacy
2. Data processing experience or related data processing courses.

**DESIRED QUALIFICATIONS:**

Experience in a similar position.