

JUNIOR SYSTEMS ANALYST

GENERAL STATEMENT OF DUTIES: Assists in the analysis, design and implementation of electronic data processing systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, this class is responsible for assisting in: data gathering and analysis of methods and procedures; design recommendation in the form of user proposals, operational instructions and computer program specifications; and implementation and support involving systems testing, user training and special projects.

EXAMPLES OF WORK: (Illustrative Only)

Assists in conducting detailed analysis of operations with a view towards applying electronic data processing;

Assists in the development of procedural manuals and trains users on requirements for automated systems;

Assists in the preparation of process charts and analyses that reflect work flow, external verification and audit points, and output requirements;

Reviews and/or revises existing systems to increase efficiency;

Assists in the day-to-day office administration;

Prepares and keeps departmental records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of automated and manual administration policies and procedures and the application of the systems approach to approving operational or informational requirements; working knowledge of the computer programming, computer operations, software, and data communications including capabilities, application and day-to-day administration; good knowledge of organizational structure and its relation to work and data flow; ability to communicate effectively, both verbally and in writing; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year experience (pre- or post-degree) in systems analysis, computer programming or a related field involving organizational, informational and procedural analysis of which utilization of automated processes was involved; or (b) graduation from a standard high school or possession of a high school equivalency diploma and five years experience in computer programming, methods, procedures or a related field, three years of which must have been in a position for developing procedures and work flow for processes using automated systems; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages,
Cities of Rye and Peekskill
J.C.: Competitive
1a

Job Class Code: 0816