

Specification for Class of

INFORMATION TECHNOLOGY TRAINEE

**Abolished Effective July 1, 2007**

Definition: In a training capacity, may serve in a variety of areas within the information technology field.

Distinguishing Characteristics: This entry-level position is intended to be used on an in-training basis, providing incumbents on-the-job training in beginning level computer programming, hardware/software installation, desktop support, systems support and customer consulting. Work is performed under close supervision and is intended to encourage skill development.

Minimum Qualifications

High school graduate or GED equivalent  
AND

Demonstrable proficiency in information technology gained through experience or training in a computer technology such as: word-processing software, spreadsheet software, database programs, hardware installation, programming, web authoring tools, graphics design, etc.

New class: effective 7-1-99