

**Alaska Court System
Class Specification**

CMS ANALYST I

Range: 14

EEO4: 02

SOC: 15-1121

Class Code: C0277

Definition:

Under general supervision, the CMS Analyst I assists with the development, implementation, and maintenance of the trial court case management system (CMS).

Distinguishing Characteristics:

The CMS Analyst I is the entry level of the CMS Analyst series. Incumbents assist higher-level CMS Analysts by performing technical and administrative functions of limited scope. The CMS Analyst I requires an understanding of the CMS as well as court system policies and procedures. A significant portion of the duties of a CMS Analyst I is the completion of training in order to independently perform higher level work.

Positions in this job class series are flexibly staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: The CMS Analyst I receives direct, day-to-day supervision at this level.

Supervision Exercised: Supervisory duties are not typically assigned.

Independent Judgment: Duties require the development of independent judgment in analyzing the CMS and court procedures, identifying and recommending solutions to problems, and developing modifications to the CMS or procedures.

Examples of Duties:

Complete a prescribed course of training in order to become proficient with the various court management systems.

Maintain informational tables within the CMS database. Delete and update action codes for statutes, municipal codes, minor offenses, criminal offenses and other case types. Update and correct officer code tables.

Work with users to identify ways to better utilize the CMS and to make procedures more efficient.

Work with outside agencies to identify appropriate system interfaces.

Provide helpdesk support to users in resolving problems associated with the CMS to include CourtView and TrakMan. Assist in answering questions on Windows application.

Perform the installation of upgrades and new releases of software.

Assist higher level CMS Analysts with system security to include the assignment of proper security access to new users and the on-going maintenance of the set-up.

Assist higher-level CMS Analysts in the data conversion process. This includes reviewing data fields, determining the appropriate rules for conversion, and identifying and resolving conversion problems.

Assist with the conversion of data and implementation of CourtView, TrakMan, and InfoView in courts statewide, including training of judicial and clerical staff.

Assist in on-going training of court personnel in the use of CourtView, TrakMan, and InfoView.

Attend committee meetings. Assist in the development of forms used in the CMS.

Knowledge, Skills, Abilities:

A CMS Analyst I requires knowledge of:

- Common desktop computer applications such as Word, Excel, and Outlook.
- Alaska Court System operating systems.
- Alaska Court System policies, procedures, and rules.

A CMS Analyst I requires skill in order to:

- Troubleshoot problem areas and show the appropriate degree of flexibility in problem solving.
- Provide appropriate training and helpdesk assistance to users.
- Analyze issues and develop solutions.

A CMS Analyst I requires the ability to:

- Communicate clearly, concisely, and effectively with users and outside agencies.
- Identify and recommend solutions to recurring problems.
- Exercise flexibility and good judgment.
- Establish and maintain cooperative working relationships.
- Interpret court policies and procedures.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate;

AND

Two years of advanced clerical or technical work experience with the Alaska Court System, a legal office, or a justice agency. The required clerical or technical work experience is met by service such as a Deputy Clerk II, Deputy Clerk III, Clerk of Court I, Clerk of Court II, Legal

Technician, Administrative Assistant/Judicial Assistant, or Court Supervisor with the Alaska Court System, or equivalent experience with another employer.

OR

A high school diploma or General Educational Development (GED) certificate;
AND

Two years of work experience in which a primary responsibility was the maintenance, administration, and operation of a case management system.

05/04 – Original

05/05 – Revised, Flexibly-staffed

12/06 – Revised, WPA

06/08 – Minor formatting edits

12/10 – WPA spec revision; review and correct crosswalk codes

02/14 – Remove MQQ's

05/15 – Change SOC Code