

**Alaska Court System
Class Specification**

CMS ANALYST III

Range: 18

EEO4: 02

SOC: 15-1121

Class Code: C0279

Definition:

Under general direction, CMS Analysts III independently manage the user-defined functions of the trial court case management systems (CMS); maintain tables within the database; work with users to identify ways to better utilize the CMS and to make procedures more efficient; recommend changes to the software; manage requested modifications; coordinate the installation of upgrades and new releases of software; prepare reports; develop and/or participate in projects relating to the trial court CMS; manage the conversion of courts to the new CMS system; and provide training to judicial and clerical staff.

Distinguishing Characteristics:

CMS Analyst III is the advanced level of the CMS Analyst series. Incumbents independently perform administrative functions requiring a high level of understanding of the CMS as well as court system policies and procedures. They develop solutions to improve the efficiency of court procedures as related to the CMS.

Supervision Received: A CMS Analyst III works independently with minimal supervision.

Supervision Exercised: A CMS Analyst III is not typically assigned supervisory duties but may assist in the training of lower level CMS Analysts.

Independent Judgment: The duties of a CMS Analyst III require a high degree of independent judgment in analyzing the CMS and court procedures, recommending solutions to problems, and developing modifications to the CMS or procedures.

Example of Duties:

In consultation with executives, managers, and supervisors, develop, implement, and maintain the CMS for the Alaska Trial Courts.

Serve as gatekeeper for proposed changes to the CMS, assess and take necessary action to implement changes.

Provide system security and assign proper security access to users; develop code tables to establish system requirements including system administration codes, financial management codes, case management codes, judicial management codes, and jury-related codes; add dyna buttons as needed by users; develop statewide forms in the CMS; and work with the court's forms manager to develop and standardize forms for use in the CMS.

Oversee regular updates to informational tables, such as the attorneys list and statutes.

Assist in training lower level CMS Analysts. Provide helpdesk assistance and training to users. Interpret court procedures and policies related to the CMS.

Work with other agencies to identify appropriate system interfaces.

Perform research and draft rules and policy proposals and drafts instructional material related to the CMS and court procedures. Propose new and revised rules, procedures, and policies to better utilize the CMS and to make procedures and the systems more efficient.

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

Attend and/or chair committee meetings.

Knowledge, Skills, Abilities:

A CMS Analyst III requires advanced knowledge of:

- Common desktop computer software such as Word, Excel, Outlook.
- Alaska Court System rules, policies, and procedures.
- CourtView, TrakMan, JuryView, InfoView, and Crystal Reports.

A CMS Analyst III 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.

A CMS Analyst III requires the ability to:

- Communicate clearly, concisely, and effectively with users and outside agencies.
- Deal effectively and tactfully with court personnel, the general public and other branches of government as needed.
- Identify issues, analyze facts, recommend solutions, and take appropriate action.
- Exercise flexibility and good judgment.
- Establish and maintain cooperative working relationships.
- Interpret court policies and procedures.

Minimum Qualifications:

One year of work experience as a CMS Analyst II with the Alaska Court System
AND

Successful completion of the training and development plan at that level.

02/02 – Original

11/03 – Revised

05/04 – Revised

12/06 – Revised, WPA

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

02/14 – Remove MQQ's

05/15 – Change SOC Code