

**Alaska Court System  
Class Specification**

**COURT ANALYST – TECHNICAL WRITER II**

Range: 16

EEO4: 02

SOC: 27-3042

Class Code: C3131

**Definition:**

Under the general direction of the Deputy Administrative Director or senior administration staff, a Court Analyst-Technical Writer provides technical and professional assistance on a wide variety of court projects having statewide impact. The work typically falls into one of several options: 1) projects generally related to the duties and responsibilities of Clerks of Court; 2) research and technical writing assignments necessary to facilitate the timely and thorough consideration of proposed changes to court rules; or 3) statewide initiatives or projects related to a particular case type or court function.

**Distinguishing Characteristics:**

A Court Analyst-Technical Writer II is the journey level of the series. Incumbents assist senior managers in research and writing assignments on projects having statewide impact upon the Alaska Court System.

Positions in the Court Analyst-Technical Writer 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.

**Complexity of Tasks:** A Court Analyst-Technical Writer II performs project-related tasks involving complicated research and analysis of facts. Tasks require close attention to detail.

**Independent Judgment:** The duties of a Court Analyst-Technical Writer II require a high degree of independent judgment to gather and analyze facts; recommend and implement solutions; develop systems or procedures; draft rules, manuals and training materials; and review and evaluate proposals from court users, court staff, and the public.

**Supervision Received:** Supervision is provided by the Deputy Administrative Director or a member of the senior administration staff.

**Supervision Exercised:** A Court Analyst-Technical Writer II may supervise clerical support staff.

**Examples of Duties:**

Assist with development, implementation, and maintenance of statewide administrative projects, procedures, forms, or training.

Perform research and draft proposals for the statewide Forms Committee.

Serve on the Revisions in Progress (RIP) Committee to review and edit draft manuals. Finalize, distribute, and maintain manuals for statewide clerical use.

Work cooperatively with committee chairs and members. Prepare draft agendas and organize meeting packets. Attend and/or chair committee meetings. Report meetings and draft meeting minutes.

Develop and design training and educational materials for judges and court staff; organize training events for court staff or stakeholders.

Perform preliminary review of proposed court rules to identify the appropriate procedural processes that apply. Perform independent legal research and analysis on relevant court rules, statutes, and administrative procedures and policies.

Draft court rules and make revisions to existing or proposed rules in conjunction with committee or analytical work assignment. Draft memoranda analyzing rules proposals and make recommendations for appropriate courses of action.

Work cooperatively with the Court Rules Attorney to prepare draft agendas, memoranda, and documents for court rules conferences. Manage the timely consideration of proposals. Maintain a court rules docket that tracks the procedural stage of each proposal. Distribute rules proposals for comment to the legal community; collect and organize comments received. Distribute notices of rules changes to the legal community by both online delivery methods and bulk mailings.

Monitor the rules publication process and ensure that court rules publications are proofread for accuracy when received from the publisher.

Manage and organize court rules files to ensure that they are current and complete and include the original proposals, all relevant rules history documents, committee memoranda and minutes, requests for comments, comments received, memoranda to the court, and final court orders.

Catalog and archive court rules files and facilitate the scanning and electronic archiving of appropriate court rules history. Assist with inquiries about the history of court rules.

Assist with meetings of relevant task forces, committees, or work groups and report back to appropriate court managers. Initiate contact with appropriate stakeholders and respond to requests for information.

Research and analyze issues related to court functions, including analysis of data from the court's electronic case management system.

Research grant or other funding opportunities; evaluate options and make recommendations; write grant proposals. Research, write, and submit timely grant reports.

Research and evaluate the effectiveness of relevant court rules, policies, and forms; recommend new forms or rules; recommend changes to existing rules, policies, or forms.

**Knowledge, Skills, Abilities:**

A Court Analyst-Technical Writer II requires knowledge of:

- Information or legal research procedures;
- Court system policies, procedures, and rules; and
- Proper grammar and writing techniques.

A Court Analyst-Technical Writer II requires skill in order to:

- Speak and write clearly and effectively;
- Edit and proofread with exceptional attention to detail;
- Comprehend written material and interpret rules; and
- Organize work and establish priorities.

A Court Analyst-Technical Writer II requires the ability to:

- Deal effectively and tactfully with court personnel, court users, and the public;
- Analyze facts and recommend appropriate action;
- Function with a high degree of independence;
- Troubleshoot problem areas and demonstrate creativity in problem solving;
- Analyze issues at a systemic or institutional level; and
- Meet deadlines.

**Minimum Qualifications:**

A bachelor's degree from an accredited college AND one year of legal clerical or paralegal work experience with the Alaska Court System. The required work experience is met by service such as a Deputy Clerk II, Deputy Clerk III, Legal Technician, Court Supervisor, Clerk of Court, Chief Deputy Clerk of Court, Administrative Assistant, Judicial Assistant, or similar position in the Alaska judicial branch.

OR

A bachelor's degree from an accredited college AND one year of legal clerical or paralegal work experience with a justice agency or law firm.

OR

A Paralegal Certificate from a program certified by the American Bar Association AND two years of professional paralegal work experience.

OR

A high school diploma or General Educational Development (GED) certificate AND four years of legal clerical or paralegal work experience with the Alaska Court System, a justice agency, or law firm.

**NOTE:** Positions in this series are in the partially exempt service; incumbents serve “at-will” to the appointing authority.

10/91 – Revised

12/95 – Revised

12/02 – Revised

11/07 – Revised, WPA

12/11 - Class Code Change

02/14 – Remove MQQ’s

05/15 – Change SOC Code