

**Alaska Court System
Class Specification**

CMS ANALYST I - APPELLATE

Range: 16

EEO4: 02

SOC: 15-1121

Class Code: C4211

Definition:

Under direction, the CMS Analyst I - Appellate manages the user-defined functions of the appellate court case management system (CMS); maintains tables within the database; works with users to identify ways to better utilize the appellate CMS and to make procedures more efficient; recommends changes to the software; manages requested modifications; coordinates the installation of upgrades and new releases of software; prepares reports; develops and/or participates in projects relating to the appellate CMS; manages the implementation of new appellate CMS systems; and provides training to judicial, professional, technical, and clerical staff.

Distinguishing Characteristics:

CMS Analyst I – Appellate is the entry level of the CMS Analyst series serving the appellate courts. The incumbent performs administrative functions requiring an understanding of the appellate CMS as well as appellate court policies and procedures. A CMS Analyst I - Appellate develops solutions to improve the efficiency of appellate court procedures related to the CMS.

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: A CMS Analyst I – Appellate works independently and receives periodic supervision. Methods of performing assignments are generally left to the judgment of the employee with the supervisor available for assistance if needed. Work is typically reviewed upon completion.

Supervision Exercised: A CMS Analyst I – Appellate is not typically assigned supervisory duties.

Independent Judgment: A CMS Analyst I- Appellate performs duties that require a high degree of independent judgment to analyze the appellate CMS and court procedures, recommend solutions to problems, and develop modifications to the appellate CMS or procedures.

Examples of Duties:

Work with a team of appellate and information systems staff to select and implement a new case management system (CMS), including: analyzing work processes and the use of the current CMS; reviewing the work done to date on specifications for the new CMS; leading the team to

finalize the specifications; identifying, reviewing, and analyzing possible choices for the new CMS; and assisting with the development of an RFP for a new CMS.

Assist with implementation of the system, including data conversion, development of policies, procedures, forms, and training materials.

Assist with development, implementation and maintenance of the appellate CMS. Serve as gatekeeper for proposed changes to the appellate CMS, assess and take necessary action to implement changes.

Provide system security to include the assignment of proper security access to users.

Work with the Clerk of the Appellate Courts to develop and standardize forms for use in the appellate CMS.

Oversee regular updates to informational tables, such as the judges list, etc.

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

Propose new and revised rules, procedures, and policies to better utilize the appellate CMS and to make procedures and the systems more efficient.

Work with other agencies to identify appropriate system interfaces.

Interpret court procedures and policies related to the appellate CMS.

Perform research, draft rules and policy proposals, and prepare instructional materials related to the appellate CMS and appellate court procedures.

Attend and/or chair committee meetings as assigned.

Knowledge, Skills, Abilities:

A CMS Analyst I – Appellate requires substantial knowledge of:

- Common desktop computer applications such as WordPerfect, Word, Excel, and Outlook.
- Alaska Court System policies, procedures, and rules.
- The case management system of the Alaska appellate courts.
- CourtView.

A CMS Analyst I – Appellate 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 – Appellate 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:

A high school diploma or General Educational Development (GED) certificate AND two years of professional experience with the Alaska Court System AND two years of substantive experience working with a database application. (The required professional work experience is met by service such as a Chief Deputy Clerk, Clerk of Court III, or Court Supervisor with the Alaska Court System.)

OR

A high school diploma or General Educational Development (GED) certificate AND two years of work experience in which a primary responsibility was the development, maintenance, administration, and operation of a case management system or similar application.

05/07 – Original

02/14 – Remove MQQ's

05/15 – Change SOC Code