

**Alaska Court System
Class Specification**

CMS ANALYST II - APPELLATE

Range: 18

EEO4: 02

SOC: 15-1211

Class Code: C4212

Definition:

Under general direction, the CMS Analyst II - Appellate independently manages the user-defined functions of the appellate court case management systems (CMS); maintains tables within the database; works with users to identify ways to better utilize the 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; prepare reports; develops and/or participates in projects relating to the trial court CMS; manages the design and implementation of new appellate CMS systems; and provides training to judicial, professional, technical, and clerical staff.

Distinguishing Characteristics:

CMS Analyst II – Appellate is the advanced level of the CMS Analyst series serving the appellate courts. Incumbents independently perform administrative functions requiring a high level of understanding of the CMS as well as appellate court policies and procedures. The incumbent will develop solutions to improve the efficiency of appellate court procedures related to the CMS.

Supervision Received: A CMS Analyst II – Appellate works independently with minimal supervision.

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

Independent Judgment: A CMS Analyst II – 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.

Implement the new system in consultation with judicial officers, executives, managers, supervisors, and case managers; convert data; and develop policies, procedures, forms, and training materials.

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 Court to develop or modify forms for use in the appellate CMS.

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

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

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

Attend and/or chair committee meetings.

Knowledge, Skills, Abilities:

A CMS Analyst II – Appellate requires advanced knowledge of:

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

A CMS Analyst II – 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 II – 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:

One year of work experience as a CMS Analyst I - Appellate with the Alaska Court System AND successful completion of the training and development plan at that level.

05/07 – Original

02/14 – Remove MQQ's

05/15 – Change SOC Code

09/18 – Change SOC Code