COURT SYSTEMS ANALYST I

DEFINITION

Under general supervision, performs specialized work developing, implementing and coordinating computer-based information systems and automated office function in support of court operations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Systems Analyst I class serves as the entry class within the series. Incumbents rotate through various assignments to accommodate employee development, training and staffing needs of the Court District. Incumbents must demonstrate proficiency in a variety of systems prior to progression to the Court Systems Analyst II class. Employees within the Court Systems Analyst II class are fully experienced, can perform work in a variety of areas, and may provide technical guidance and training to others.

ESSENTIAL FUNCTIONS

1. Analyzes and resolves Local Area Network (LAN) and Wide Area Network (WAN) operational problems and network failure.

2. Designs and configures the network layout appropriate to the specific location; identifies and analyzes security issues and other related components such as firewalls, switches and routers.

3. Coordinates all aspects of network installation including hardware, cables, conduit, power sources and all associated components.

4. Installs, test, diagnoses and repairs personal computers (PCs); maintains and updates PC software and applications; resolves LAN-WAN links; installs peripheral equipment; trains users on the operation of the PCs.

5. Identifies and analyzes system modifications based on application load; revises system configurations; installs and configures a variety of systems and software and tests for compatibility with network; analyzes and resolves system problems and failure.

6. Designs and programs the internet/intranet pages and maintains their content; responds to e-mail inquiries; updates and creates graphics and web templates; troubleshoots website problems.

7. Develops and designs forms automation network; updates the software; writes procedures and instructional materials; trains staff on the use of the forms software.
8. Assists the judicial staff with all aspects of the application of computer technology in support of the judiciary function; responds to technical support requests for assistance; prepares work orders and monitors the status of work orders; follows-up on work on progress.

9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Information Technology or Computer Sciences or related field and two years of increasingly responsible and varied technical experience designing, integrating and supporting information systems involving data networks, internet technology and Windows networking or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Specific education and experience related to the work of the functional area may be required. Experience may substitute for up to two years of education.

Knowledge of:

Principles, practices and techniques of systems analysis applicable to computer software; hardware, operating systems and software utilized by the Court; work flow/operations cost/benefit, feasibility and requirements analysis techniques; computer logic concepts and programming techniques; project planning and management practices; software documentation practices; user training needs analysis techniques; user training/learning concepts.

Ability to:

Conduct systems analyses involving automation, storage and telecommunication technology; apply automation concepts to administrative and judicial processes, research and analyze work systems and other data; prepare written presentations; determine user training needs; develop documentation and individual/group training; document actions taken and maintain records; make decisions and independent judgments; establish and maintain working relationships with clerical and professional level staff, communicate technical information in common terms; organize and prioritize work assignments.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 12/02