



County of Berks Position Description Form

Position Title: Court Systems Analyst I

Department: Court Information Management **Reports To:** Court Information Management Supervisor

Wage Category: **Exempt** **Non-Exempt**

EEO-1 Category: _____ **Union Classification:** AFSCME

POSITION SUMMARY:

Performs operation of data entry, verification and imaging functions relating to court document filings; daily assignment of Judges to civil and criminal cases; interface with personnel within the department and in other court-related departments; does related work as required. The work is performed under the supervision of the Court Information Management Supervisor and Deputy Court Administrator.

POSITION RESPONSIBILITIES:

Essential Functions

1. Daily input of civil and criminal hearings in the appropriate database.
2. Verification/Quality Control of all civil and criminal documents, including new cases, motions, orders, judgments, information, arraignments, sentences, and appeals into the appropriate database. Required to be able to recognize errors and problems and take the necessary action to resolve these issues.
3. Scanning, imaging and indexing all criminal documents.
4. Daily assignment of Judges to all civil and criminal cases being filed in the Court of Common Pleas.
5. Entry of civil and criminal case dispositions.
6. Tracking of all appeals filed, and opinions written.
7. Responsible for various routine reports such as disposition reports, trial lists, argument lists, and summary/license suspension Appeal lists.
8. Pickup and delivery of both criminal files and civil filings from appropriate offices.
9. Responsible for sending form memorandums, letters, and e-mails to various departments or outside entities.

Non-Essential Functions

1. Answers phones and furnishes information to the public regarding matters pending before the Court, as well as directs callers to other offices as appropriate.
2. Operates various office equipment, including PCs, laser printers, copiers and scanners.

MINIMUM EDUCATION AND EXPERIENCE:

- Position requires a high school diploma or GED.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of office methods, practices and procedures, and the ability to make mathematical calculations and perform detailed clerical work
- Working knowledge of computers and software programs including, but not limited to, Windows, Microsoft Word, Excel, and Outlook.
- Ability to type at a speed of 50-60 WPM from clear copy with 85% accuracy.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and carry out both oral and written directions.
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, including other Court and County departments, the Judges and their staff, the public, and co-workers.
- General understanding of the law as it pertains to Court Administration and the filing of civil and criminal documents, as well as all Local Rules governing Berks County.
- Ability to handle multiple tasks simultaneously in a very busy, fast-paced office with a high volume of detailed legal work that is subject to time pressures.
- Must possess a high level of alertness, a keen willingness to learn, and the ability to undertake progressively more difficult assignments.
- Understanding and ability to adhere to the confidentiality of information contained in files and/or on documents.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

- Ability to sit for up to 5 to 6 hours.
- Bending, pulling and reaching for files.
- Pushing a cart to retrieve files.
- Ability to lift files weighing up to 35 pounds.

WORKING ENVIRONMENT:

Normal Office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.