

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM  
CLASSIFICATION DESCRIPTION

**TITLE: Deputy Clerk of District Court I**

<p><b><u>Title of Immediate Supervisor:</u></b> Clerk of Court I or II or Deputy Clerk of District Court III</p>	<p><b><u>Department:</u></b> Clerk of District Court</p>	<p><b><u>FLSA Status:</u></b> Non-Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> None</p>	<p><b><u>Division:</u></b></p>	<p><b><u>Pay Grade Assignment:</u></b> 4</p>

**General Summary or Purpose:**

The Deputy Clerk of District Court I is responsible for learning and performing the duties associated with case management activities of criminal, civil, traffic or other cases before the district court from initial filing to final disposition, and for assisting other court personnel in completing those duties.

This classification receives on-the-job training in the various administrative business practices and processes established by the Clerk of Court in order to follow and perform the assigned case management activities in all case types. The Deputy Clerk of District Court I differs from the Deputy Clerk of District Court II in that latter is an experienced classification trained and experienced in business practices, operations and procedures required to carry case management activities of the district court.

<b>Duty</b>	<b>Major Responsibilities &amp; Essential Functions:</b>
1.	Learns and performs court operations in the scheduling, handling and preparing of court calendars in accordance with the directives of the Clerk of Court.
2.	Receives and reviews incoming documents to determine conformity to court procedures, laws, and rules. Routes documents to proper offices and persons. Seeks assistance from more experienced staff in matters of a non-routine nature.
3.	Ensures that cases are assigned to judicial officers in accordance with the district's caseflow plan. Provides proper notice to parties of case numbers and judge assignments.
4.	Records incoming documents, case proceedings, and dispositions into the Court's case management system. Processes court orders, notices and reports in accordance with business practices and established procedures.
5.	Receives and records all fees, fines, bonds, restitution or other receipts submitted to the Clerk of Courts Office.

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<b>Duty</b>	<b>Major Responsibilities &amp; Essential Functions:</b>
6.	Receives, answers and routes telephone calls to appropriate parties. Provides assistance to the public in their requests for information that do not involve legal advice or right-to-know laws. Seeks assistance from more experienced personnel in addressing any non-routine question or issue.
7.	Learns court procedures and rules and clerks hearings, as directed by the Clerk of Court. Organizes cases daily for each judge attending court, and coordinates the court session with the judge, court security, attorneys, and parties to ensure it is managed and completed efficiently and effectively. Relates court documents to hearings and relates events to each other.
8.	Searches criminal, civil, traffic, and judgment records.
9.	Participates in the management of the District Court jury program.
10.	Ensures quality of court records by reviewing files and monitoring various reports so that the Court's records are maintained accurately and timely.
11.	Performs other duties of a comparable level or type.

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a high school diploma.

**Certification or Licensing Requirements** (prior to job entry):

None.

**Knowledge Requirements:**

- Knowledge of general office procedures.
- Knowledge of grammar.
- Basic knowledge of court and legal terminology.
- Knowledge of office etiquette.
- Basic knowledge of general laws, rules, policies and procedures pertaining to the court.

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### **Skill Requirements:**

- Effective, courteous, and professional interpersonal and customer service skills adaptable to a diverse range of individuals.
- Skilled in reading, understanding, and applying statutes and legal procedures/terminology.
- Effective written communication skills to prepare reports, memos, and letters.
- Strong attention to detail ensuring accuracy of work
- Ability to efficiently organize and prioritize work to process court documents in a timely manner.
- Ability to work in a highly structured and fast-paced environment.
- Ability to quickly and positively adapt to frequent changes.
- Ability to show initiative.
- Must be dependable.
- Skilled in operation and use of office equipment.

### **Physical Requirements:**

The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.

Employee may be subject to some limited travel in the performance of the job.

Physical requirements can typically be characterized as **Light:** Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

### **Job Classification History:**

Deputy Clerk of District Court I was last reviewed and updated 7/2000 by North Dakota Unified Judicial System.

Classification description revised and updated 6/1/01 by BCC.

On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.

Updated classification to reflect business practice changes on 7/2/15.

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**Job Classification History:**

Classification eliminated. On 8/26/20, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to senior deputy supreme court clerk and deputy clerk of district court supervisor.