

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: District Court Administrative Assistant I

<u>Title of Immediate Supervisor:</u> Court Administrator	<u>Department:</u> District Court	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None	<u>Division:</u> Court Administration	<u>Pay Grade Assignment:</u> 5

General Summary or Purpose:

The District Court Administrative Assistant I provides a variety of administrative, secretarial, and support activities for court administration. Duties, depending on assignment, typically involve independently carrying out administrative assignments; learning to process and distribute documents in regards to hearings; learning to coordinate the scheduling of court hearings; answering department phones; purchasing supplies and tracking and coding expenditures; learning to monitor caseflow and compliance with docket currency standards; maintaining electronic department files and records; maintaining inventory; or other administrative support activities.

Positions assigned to this classification learn and follow routines and processes established by others and receive on-the-job training and experience in all specialized office routines and operations.

Duty	Major Responsibilities & Essential Functions:
	Note: Any one position in this classification may not perform all the duties and responsibilities listed below.
1.	Answers department phones, greets visitors, screens telephone calls and correspondence, provides information, explains policies and procedures or refers, as appropriate. Opens and sorts office mail. Responds to requests for information at the request of the department or refers materials to the appropriate party.
2.	Learns to arrange for the scheduling of formal and informal proceedings with prosecutors, attorneys, judges/referees and ensuring all other parties are notified and all court documents are in order. Learns to serve as a back up to calendar control clerks.
3.	Learns to monitor caseflow and compliance with docket currency standards and prepare, collect, analyze and organize data related to case filings and dispositions.

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4.	Purchases office supplies. Tracks department expenditures and budget levels. Learns to code invoices into appropriate expenditure categories.
5.	Develops and maintains a variety of electronic files and records including surveys, questionnaires, forms, reports, worksheets, spreadsheets, and databases. Learns to prepare various statistical summary reports.
6.	Arranges conference calls, coordinates and sets-up video conferences, prepares correspondence and meeting minutes, makes travel arrangements, prepares travel expense vouchers, notarizes documents, maintains and coordinates staff calendars, and learns to performs elementary legal research.
7.	Tracks and maintains all inventory including supplies, equipment, and technology for the unit. Coordinates items to transfer to surplus. Troubleshoots or acquires assistance when equipment or technology fails.
8.	Performs special projects and administrative functions as assigned.
9.	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:

- Basic knowledge of secretarial practices and procedures.
- Basic knowledge of legal terminology, business English, punctuation and grammar.
- Basic knowledge of office systems, procedures and equipment.
- Basic knowledge of law and legal principles.

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Skill Requirements:

- Elementary legal research skills.
- Excellent grammar, writing and proofreading skills.
- Develops skills in reading, understanding, and applying statutes and legal procedures/terminology.
- Effective, courteous, and professional interpersonal and customer service skills to deal effectively with all levels of personnel and the public.
- Skilled in the use of word processing, spreadsheet, and specialized court/case management software.
- 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 deadline oriented and fast-paced environment.
- Ability to quickly and positively adapt to frequent changes.
- Must be dependable.

Physical Requirements:

The essential functions of the job typically require: sitting, 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:

District Court Administrative Assistant I created 7/2/15.

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.