

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Juvenile Court Administrative Assistant I

<u>Title of Immediate Supervisor:</u> Director of Juvenile Court Services or Juvenile Court Officer III	<u>Department:</u> District Court	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None	<u>Division:</u> Juvenile Court	<u>Pay Grade Assignment:</u> 5

<p><u>General Summary or Purpose:</u> The Juvenile Court Administrative Assistant I is responsible for learning, assisting and performing various clerical, secretarial and/or court case processing duties for juvenile court. Learns juvenile court operations, routines and carries out administrative assignments for juvenile court officers.</p> <p>Positions assigned to this classification learn and follow routines and processes established by others and receives on-the-job training and experience in all specialized office routines and operations.</p>

Duty	Major Responsibilities & Essential Functions:
	<p>Note: Any one position in this classification may not perform all the duties and responsibilities listed below.</p> <ol style="list-style-type: none"> 1. Maintains accurate and complete files and records of juvenile court proceedings, including contact notes, referral entry into case management system, and service of court documents as directed. 2. Learns court routines and operations in area of assignment. Creates or completes documents and proofs for punctuation, grammar, format, proper citation and other matters of accuracy. 3. Greets visitors, screens telephone calls and correspondence, provides information, explains policies and procedures or refers to others based upon learning and experience gained on the job. Discerns language or other special needs of the public and arranges interpreters or other services as necessary. 4. Learns and assists in the scheduling of juvenile proceedings. Monitors caseflow and compliance with docket currency standards.

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Duty	Major Responsibilities & Essential Functions:
5.	Monitors and documents completion of community service or other programs. Receives and disperses restitution payments.
6.	Learns to prepare and process petitions, notifications, findings and other court documents. Determines how service should be made and on whom; advises parties of procedural requirements, and obtains necessary documents and signatures. Prepares and distributes case related information and decisions.
7.	Learns and operates court recording equipment and makes accompanying logs and notes identifying appearances, administering oaths and marking and receiving documents in the courtroom.
8.	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.
- General knowledge of business English, punctuation and grammar.
- Basic knowledge of office systems, procedures and equipment.
- General knowledge of word processing, database and internet software.

Skill Requirements:

- Recordkeeping skills.
- Skilled in the use of word processing and specialized court/case management software.
- Excellent grammar, writing, and proofreading skills.
- Effective, courteous, and professional interpersonal skills to deal effectively with all levels of personnel and the public.
- Strong attention to detail ensuring accuracy of work.
- Ability to efficiently organize and prioritize work.

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Skill Requirements:

- Ability to work in a deadline oriented, constantly changing, 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:

Secretary I was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System.

Classification description revised and updated 4/1/01 by BCC.

Minor changes approved and title changed from Secretary I to Administrative Assistant I on 2/1/14.

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 and changed name from Administrative Assistant I to Juvenile Court Administrative Assistant I on 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.