

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Deputy Supreme Court Clerk I

<u>Title of Immediate Supervisor:</u> Clerk of Supreme Court	<u>Department:</u> Office of the Clerk of Supreme Court	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None	<u>Division:</u>	<u>Pay Grade Assignment:</u> 6

General Summary or Purpose:

The Deputy Supreme Court Clerk I is responsible for learning, assisting and performing a variety of responsible administrative and clerical tasks in the processing of Supreme Court cases.

This classification learns, follows, and receives on-the-job training in the various administrative routines and processes established by the Clerk of Supreme Court. The Deputy Supreme Court Clerk I differs from the Deputy Supreme Court Clerk II in that Deputy Supreme Court Clerk II is an experienced classification trained in the specialized office routines, operations and procedures required in the office.

<u>Duty</u>	<u>Major Responsibilities & Essential Functions:</u>
1.	Opens case files and processes all related information as received. Learns and determines when briefs, transcripts, records on appeal and other documents are due under appellate rules. Verifies contents of documents and records and determines whether filings comply with appellate rules. Processes deposits for monies received for filing fees, copies and costs.
2.	Learns the docket systems and routines and assists in making entries in the Supreme Court docket system to open cases and update the docket as new filings are received. Converts copies of computerized briefs, transcripts and petitions into format accessible by court personnel and for posting to Supreme Court website.
3.	Contacts parties, judges and other court officials to coordinate calendar, provides information related to the appeals process and to verify that all necessary orders have been signed. Composes letters acknowledging receipt of documents and requesting omitted or additional information. Checks licensing status of attorneys scheduled for appearance before the Court.

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Duty	Major Responsibilities & Essential Functions:
4.	Files and processes complaints against attorneys and additional documents as received, forwarding to appropriate parties.
5.	Learns office operations, rules and prepares orders in response to filed motions and petitions. Reviews, processes, makes docket entries and transmits Supreme Court Opinions for publication and posting on the Supreme Court web page with experience. Prepares case files for archival and return record to trial court when case is closed and mandated.
6.	Assists with and answers telephones and greets court patrons, responds to inquiries providing case status information, explains basic court policies and procedures and refers individuals to appropriate parties, as needed. Checks out records, briefs and transcripts for justices, law clerks and secretaries.
7.	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 and one year of experience in a court or closely related setting.

Certification or Licensing Requirements (prior to job entry):

None.

Knowledge Requirements:

- Basic understanding of general court procedures.
- Basic knowledge of legal terminology.
- Knowledge of word processing, database management software, and spreadsheet applications.
- General knowledge of office procedures, practices and operations.

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Skill Requirements:

- Interpersonal and customer service skills adaptable to a diverse range of individuals.
- Written communication skills to prepare correspondence.
- Strong record-keeping skills.
- Prioritization skills to process court documents in a timely manner.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/case management software, and general office equipment.

Physical Requirements:

The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, 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 Supreme Court Clerk 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.

Updated 1/2/02 by BCC based upon dept. comments.

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.

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.