



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Administrative Assistant-Central Legal

Title of Immediate Supervisor: Director of Central Legal

Department/Division: Supreme Court/Central Legal

Pay Grade/FLSA Status: 10 / Non-Exempt

Job Titles Accountable For: None

General Summary or Purpose

The Administrative Assistant- Assistant-Central Legal is responsible for performing and providing administrative assistance to central legal staff transcribing judicial opinions and other legal correspondence; preparing case files, filing case records/opinions, and indexing all opinions for legal staff; and provides other administrative support services within the department.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. The Administrative Assistant-Central Legal differs from other administrative support job classifications in that the duties and responsibilities of positions in this job classification are more focused on the formatting, proofing, editing and transcription of appellate/judicial opinions, orders, memorandums, and legal correspondence and for providing general and routine research for staff attorneys in the office.

Major Responsibilities & Essential Functions

1. Transcribes letters, judicial opinions, orders, legal dictation or general correspondence required by central legal staff. Reviews and proofs materials for dates, citations or other matters for accuracy and completeness. Proofs opinions for form, style and errors; types, distributes and circulates opinions.
2. Updates, indexes, maintains and disposes case records, files, opinions, writs and petitions in accordance with department procedures. Prepares new case files and maintains department records in accordance with record management procedures and methods established in the office. Assists in organizing and maintaining filing and record systems.
3. Types opinions, highlights and other documents for Supreme Court website. Hypertexts materials to maintain the website, to publish opinions, case highlights or other court records.
4. Compiles, researches and assembles legal research materials from Westlaw or Premise at the request of staff attorneys.
5. Performs receptionist responsibilities within the office. Answers department phones, screens calls, greets visitors, refers parties to appropriate staff within the office. Screens calls for the Director
6. Assists in maintaining the law library for central legal staff by indexing and filing volumes, periodicals and inserting supplements.
7. Sorts, screens and distributes central legal services mail. Responds to correspondence as authorized.
8. Provides administrative support services within the office to include:
 - Makes all arrangements for Joint Procedure Committee meetings.
 - Prepares, types and distributes meeting notices, agendas, appointment letters and meeting materials.
 - Types all proposed rule amendments for Joint Procedure Committee review.
 - Prepares the annual proposed rule package and makes revisions as required.
 - Prepares expense vouchers for staff.
 - Makes travel arrangements, itineraries and travel accommodations for staff.
9. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of secretarial experience in a court, law office or related job experience.



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Administrative Assistant-Central Legal

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of legal terminology, business English, punctuation and grammar.
- Considerable knowledge of office systems, procedures and equipment.
- Considerable knowledge of electronic recording equipment.
- Considerable knowledge of word processing and internet software.
- Considerable knowledge of court rules, procedures and functions.
- Basic knowledge of law and legal principles.

Skill Requirements

- Ability to proficiently use related software programs.
- Recording skills.
- Skilled in the use of word processing and internet applications.
- Skilled in accurate transcription from audio recordings.
- Elementary legal research skills.
- Written communication skills.
- Proofreading and editorial skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

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 20lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force frequently constantly to move objects.

Job Classification History

- Secretary II was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Classification title changed and description revised per Personnel Policy Board action on 3/02.
- Minor changes approved and title changed from Secretary-Central Legal to Administrative Assistant-Central Legal 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.