



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Administrative Assistant-Clerk of Supreme Court

Title of Immediate Supervisor:	Clerk of Supreme Court
Department/Division:	Office of the Clerk of Supreme Court / Supreme Court
Pay Grade/FLSA Status:	10 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Administrative Assistant-Clerk of Supreme Court is responsible for performing responsible administrative and secretarial duties. Independently carries out administrative assignments; initiating contact with justices and other officials; and coordinating with other Clerk of Supreme Court staff.

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-Clerk of Supreme Court differs from the Executive Administrative Assistant in that the latter classification requires more extensive experience and has an increased emphasis on administrative responsibilities.

Major Responsibilities & Essential Functions

1. Answers and transfers phone calls, screening when necessary.
2. Welcomes and directs customers and visitors.
3. Responsible for mail preparation, scanning, and distribution.
4. Drafts correspondence, meeting minutes, policies, and other documents for the Clerk of the Supreme Court.
5. Maintains various office files and databases as assigned.
6. Assists with calendar preparation for the Supreme Court, coordinates and schedules travel, meetings, and appointments for the Clerk's office.
7. Prepares agenda and materials for meetings.
8. Assists with event organization for the Supreme Court.
9. Provides support to staff of the Clerk of the Supreme Court on word processing software.
10. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a high school diploma and two years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of office systems, procedures, and equipment.
- Considerable knowledge of word processing, electronic spreadsheet, database, and payroll software.
- Considerable knowledge of legal terminology, business English, punctuation, and grammar.



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Skill Requirements

- Ability to communicate effectively in writing and verbally. Ability to interact effectively with others.
- Proficiently uses related software programs.
- Interpersonal skills to deal effectively with all levels of personnel and the public.
- Recording skills.
- Elementary legal research skills.
- Written communication skills.
- Ability to work independently.

Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Work is performed in a comfortable office work environment.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects including the human body.

Job Classification History

- Administrative Assistant-Clerk of Supreme Court adopted as a new job classification on 4/28/2021.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.