



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Administrative Assistant-Clerk of Supreme Court

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

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### 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 contacts 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.

### Minimum Qualifications

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

### 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.
- Ability to proficiently use related software programs.
- Skilled in the use of word processing, electronic spreadsheet, database and internet applications.
- 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: 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.
- 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 4/28/21.