



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Administrative Assistant-Juvenile Court

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| <b>Title of Immediate Supervisor:</b> | Director of Juvenile Court Services or Juvenile Court Supervisor |
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| <b>Department/Division:</b> | Juvenile Court / District Court |
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| <b>Pay Grade/FLSA Status:</b> | 10 / Non-Exempt |
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| <b>Job Titles Accountable For:</b> | None |
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### General Summary or Purpose

The Administrative Assistant-Juvenile Court provides a variety of administrative, secretarial, and support activities for juvenile court services or court referees. Duties, depending upon assignment, typically involve typing; processing and distributing documents in regards to hearings; scheduling of juvenile informal adjustment proceedings; answering department phones; maintaining department files and records; handling restitution payments; backup court recording responsibilities or other administrative support activities in the office of assignment. If assigned, makes a verbatim record of district and juvenile court proceedings using audio recording equipment, creates and maintains annotations/tags, notes appearances and essential events during the proceedings. Performs courtroom duties.

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 differs from other administrative support job classifications in that the duties and responsibilities of positions in this job classification are a combination of backup court recording, secretarial responsibilities, and more advanced responsibilities in legal document preparation and service.

### Major Responsibilities & Essential Functions

1. Answers department phones, greets visitors, screens telephone calls and correspondence, provides information, and explains policies and procedures or refers as appropriate. Opens and sorts office mail. Responds to requests for information at the request of the department or refers materials to the appropriate party.
2. Arranges for the scheduling of informal proceedings with court officers and ensures all other parties are notified and all court documents are in order.
3. Prepares, maintains, and disposes of case files. Receives and disburses restitution recording all monies received and disbursed.
4. Prepares various statistical summary reports requested of the office.
5. Accurately records court and jury trial proceedings through the use of audio recording equipment in person or via remote recording. Responsibilities also require creating and maintaining annotations/tags, taking court notes during hearings to identify appearances, essential events and to locate and play back prior testimony. May require travel to other counties within a unit for court proceedings assigned to a district judge or referee.
6. Drafts and prepares other correspondence using word processing software from dictation, handwritten documents, or verbal dictation.
7. Receives incoming juvenile referrals; inputs data into the database; tracks and monitors court dispositions and updates case management records.
8. Performs special projects and administrative functions as assigned. Tracks department expenditures and budget levels. Arranges conference calls, coordinates and sets-up video conferences, prepares meeting minutes, maintains general office files and databases, purchases office supplies, makes travel arrangements, prepares travel expense vouchers, notarizes documents, publishes legal notices in newspapers, and maintains and coordinates staff calendars.
9. Performs other duties of a comparable level or type or as assigned.



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### 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)

- Valid driver's license or evidence of equivalent mobility.
- If assigned recording duties, then requires AAERT (American Association of Electronic Reporters and Transcribers) CER (certified electronic court reporter) certification or ability to obtain within one year of assignment. A comparable certification by another state court or federal court may be substituted for the AAERT certification.

### Knowledge Requirements

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

### Skill Requirements

- Proficiently uses related software programs.
- Recordkeeping skills.
- Elementary legal research skills.
- 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.
- 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: 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.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- 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.



# **NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION**

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### **Job Classification History**

- Secretary II was last reviewed and updated 12/10/1997 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Revised job description 3/2002 based upon classification changes initiated by Personnel Policy Board.
- Minor changes approved and title changed from Secretary II to Administrative Assistant II on 2/1/2014.
- On 7/30/2014, 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 II to Juvenile Court Administrative Assistant II on 7/2/2015.
- On 8/26/2020, 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.
- 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. Title changed from Juvenile Court Administrative Assistant to Administrative Assistant-Juvenile Court.