



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Administrative Assistant-State Court Administrator

| | |
|---------------------------------------|--|
| Title of Immediate Supervisor: | State Court Administrator |
| Department/Division: | Administration / Office of State Court Administrator |
| Pay Grade/FLSA Status: | 10 / Non-Exempt |
| Job Titles Accountable For: | None |

General Summary or Purpose

The Administrative Assistant-State Court Administrator is responsible for performing responsible administrative and secretarial duties. Independently carries out administrative assignments, initiating contacts with judges and other officials, and coordinating with other State Court Administration 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 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. Transcribes and types legal dictation, correspondence, meeting minutes, policies, and other documents for staff of the State Court Administrator's Office and Supreme Court committees.
2. Maintains various office files and databases. Enters jury management statistical information and produces reports, maintains committee membership lists, and monitors term expirations.
3. Prepares surveys, collects, and tabulates results.
4. Schedules appointments, makes travel arrangements, and maintains staff calendars.
5. Provides support to staff of the State Court Administrator's Office on word processing software and maintains photocopying equipment.
6. 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 internet software.
- Considerable knowledge of legal terminology, business English, punctuation, and grammar.



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Administrative Assistant-State Court Administrator

Skill Requirements

- Proficiently uses related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing, electronic spreadsheet, database, and internet applications.
- Dictation skills.
- Elementary legal research skills.
- Written communication skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

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 **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

- Administrative Secretary is proposed as a new job classification. Classification description prepared 3/1/2001 by BCC.
- Minor changes approved and title changed from Administrative Secretary to Administrative Assistant 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.
- On 4/28/2021, the Supreme Court approved title change from Administrative Assistant to Administrative Assistant-State Court Administrator.
- 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.