



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Calendar Control Clerk

Title of Immediate Supervisor:	Court Administrator or Assistant Court Administrator
Department/Division:	District Court
Pay Grade/FLSA Status:	10 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Calendar Control Clerk is responsible for scheduling or supervising the scheduling of all matters to be heard by the district court for the entire judicial district, including notifying parties of schedule, coordinating scheduling with court personnel and other involved parties and monitoring docket.

Major Responsibilities & Essential Functions

1. Coordinates and schedules court proceedings for the district court and notifies appropriate parties of schedule. Reviews criminal and civil cases to ensure compliance with court policy prior to scheduling. Resolves scheduling and related problems.
2. Monitors case flow and docket currency standards, follows up with attorneys who do not appear as scheduled; coordinates with Clerk of District Court in preparing jury trial calendar and alternate dates.
3. Prepares, distributes and monitors court calendars and judge rotations, reschedules cases that have been continued and updates for conflicts. Monitors cases assigned from other districts and coordinates scheduling with appropriate parties.
4. Enters trial data and records case disposition information, including judgment and dismissals and prepares dismissal docket to remove dormant cases from calendar. Prepares and types various orders for judge's signature and reporting forms for submission to State Court Administrator's Office
5. Answers telephone and greets court patrons, screens calls, addresses inquiries, explains court schedule and procedures and refers individuals to appropriate party
6. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of experience in a district court or related legal setting.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Knowledge of court rules, procedures and policies and legal documents.
- Knowledge of the principles of caseflow management.
- Knowledge of word processing, electronic spreadsheet, database and specialized court/case management.

Skill Requirements

- Planning, prioritization and organization skills associated with scheduling, monitoring caseflow and recordkeeping.
- Written and verbal communication skills to effectively interact with judges, attorneys, court personnel and court patrons.
- Word processing and court/case management software skills.



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Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, 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 **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

- Calendar Control Clerk was last reviewed and updated 6/5/98 by North Dakota Unified Judicial System.
- Classified description revised and updated 4/2/01 by BCC.
- Minor changes approved by Supreme Court 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.