



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Deputy Clerk of District Court

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

General Summary or Purpose

The Deputy Clerk of District Court is responsible for performing and assisting other court personnel in duties associated with case management activities of criminal, civil, traffic or other cases before the district court from initial filing to final disposition and for assisting other court personnel in completing these duties.

Major Responsibilities & Essential Functions

1. Performs court operations involved in the scheduling, handling and preparing of court calendars in accordance with the directives of the Clerk of Court.
2. Receives and reviews incoming documents to determine conformity to court procedures, laws and rules. Routes documents to proper offices and persons.
3. Ensures that cases are assigned to judicial officers in accordance with the district's caseflow plan. Provides proper notice to parties of case numbers and judge assignments.
4. Records incoming documents, case proceedings, and dispositions into the Court's case management system. Processes court orders, notices and reports in accordance with business practices and established procedures.
5. Receives and records all fees, fines, bonds, restitution or other receipts submitted to the Clerk of Courts Office. Generates checks, balances tills, prepares deposits and assists with month-end financial activities.
6. Receives, answers and routes telephone calls to appropriate parties. Provides assistance to the public in their requests for information that do not involve legal advice, confidentiality or right-to-know laws.
7. Implements court procedures and rules and clerks hearings, as directed by the Clerk of Court. Organizes cases daily for each judge attending court, and coordinates the court session with the judge, court security, attorneys and parties to ensure it is managed and completed efficiently and effectively. Relates court documents to hearings and relates events to each other.
8. Searches criminal, civil, traffic and judgment records.
9. Participates in the management of the District Court jury program.
10. Ensures quality of court records by reviewing files and monitoring various reports so that the Court's records are maintained accurately and timely.
11. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of experience and training within the district court, a law office or related legal setting. After consideration of qualified candidates, applicants who do not meet the minimum experience requirements may be considered at a training wage.

Certifications or Licensing Requirements: (prior to job entry)

None.



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Knowledge Requirements

- Knowledge of general office procedures.
- Knowledge of grammar.
- Knowledge and understanding of legal terminology, court documents, court routines and operations.
- Knowledge of office etiquette.
- Knowledge of general laws, rules, policies and procedures pertaining to the court.

Skill Requirements

- Effective, courteous and professional interpersonal and customer service skills adaptable to a diverse range of individuals.
- Skilled in district court operations and routines of case processing and scheduling.
- Skilled in preparing and processing of legal documents, orders, judgments or reports.
- Skilled in reading, understanding and applying statutes and legal procedures/terminology.
- Written communication skills to prepare reports, memos and letters.
- Strong attention to detail ensuring accuracy of work.
- Ability to efficiently organize and prioritize work to process court documents in a timely manner.
- Skilled in the use of word processing and specialized court/ case management software.
- Ability to work in a highly structured and fast-paced environment.
- Ability to quickly and positively adapt to frequent changes.
- Ability to show initiative.
- Must be dependable.
- Skilled in operation and use of office equipment.

Physical Requirements

- The essential functions of the job typically require: sitting, stooping, 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.
- Employee may be subject to some limited travel in the performance 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

- Deputy Clerk of District Court II was last reviewed and updated 7/2000 by North Dakota Unified Judicial System. Classification description revised and updated 6/1/01 by BCC.
- 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.
- Updated classification to reflect business practice changes on 7/2/15. Performs other duties of a comparable level or type.
- On 8/26/20, 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.