



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Deputy Clerk of District Court

Title of Immediate Supervisor:	Clerk of District Court I, II, III or IV or Deputy Clerk of District Court Supervisor
Department/Division:	Office of the Clerk of District Court / 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. 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.

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 does 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. Accurately records court proceedings through the use of audio recording equipment in person or via remote recording. Responsibility also requires 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.
12. 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.



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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

- 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.
- Proficiently uses required software programs.
- 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: grasping, 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.
- 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 scheduling and travel arrangements 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.



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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 6/1/2001 by BCC.
- 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 to reflect business practice changes on 7/2/2015. Performs other duties of a comparable level or type.
- 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.