



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Deputy Supreme Court Clerk

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<b>Title of Immediate Supervisor:</b>	Clerk of Supreme Court
<b>Department/Division:</b>	Supreme Court/Office of the Clerk of Supreme Court
<b>Pay Grade/FLSA Status:</b>	10 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

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### General Summary or Purpose

The Deputy Supreme Court Clerk is responsible for performing a variety of responsible administrative and clerical tasks in the processing of Supreme Court cases.

This classification follows administrative routines and processes established by the Clerk of Supreme Court, but still requires specialized experience to perform the requirements of the job. The Deputy Supreme Court Clerk differs from the Chief Deputy Clerk in that the latter classification requires a juris doctor degree, a license to practice law in North Dakota and more extensive experience in a court or closely related legal setting in order to provide legal research and memoranda to the court.

### Major Responsibilities & Essential Functions

1. Opens case files and processes all related information as received. Determines when briefs, transcripts, records on appeal and other documents are due under appellate rules. Verifies contents of documents and records and determines whether filings comply with appellate rules. Processes deposits for monies received for filing fees, copies and costs.
2. Makes entries in the Supreme Court docket system to open cases and update the docket as new filings are received. Converts copies of computerized briefs, transcripts and petitions into format accessible by court personnel and for posting to Supreme Court website.
3. Contacts parties, judges and other court officials to coordinate calendar, provide information related to the appeals process and to verify that all necessary orders have been signed. Composes letters acknowledging receipt of documents and requesting omitted or additional information. Checks licensing status of attorneys scheduled for appearance before the court.
4. Files and processes complaints against attorneys and additional documents as received, forwarding to appropriate parties. Makes related docket entries.
5. Prepares orders in response to filed motions and petitions. Reviews, processes, makes docket entries and transmits Supreme Court Opinions for publication and posting on the Supreme Court web page. Prepares case files for archival and returns record to trial court when case is closed and mandated.
6. Answers telephones and greets court patrons, responds to inquiries providing case status information, explains basic court policies and procedures and refers individuals to appropriate party as needed. Checks out records, briefs and transcripts for justices, law clerks and secretaries.
7. Designs and implements queries to compile various data, create reports and forms. Prepares and assists in analysis of reports for distribution to Supreme Court Justices and Central Legal Staff and inclusion in the Supreme Court Annual Report.
8. Performs other duties of a comparable level or type. May assist in office administration, maintain equipment and supplies, load computer programs and provide operational assistance, serve as a liaison with the court, state technology departments and outside vendors.

### Minimum Qualifications

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

### Certifications or Licensing Requirements: (prior to job entry)

None.



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### Knowledge Requirements

- Knowledge of court procedures, legal documents, laws and legal factors pertaining to the court system.
- Knowledge of legal terminology
- Knowledge of word processing and specialized court/case management software.
- Knowledge of office procedures, practices and operations.

### Skill Requirements

- Interpersonal and customer service skills adaptable to a diverse range of individuals.
- Analytical skills relevant to determining the appropriateness of documents for filing under court rules.
- Strong written communication skills to prepare correspondence, orders and reports.
- Strong recordkeeping skills.
- Prioritization skills to process court documents and other assignments in a timely manner.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/ case management software and general office equipment.

### Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, 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 Supreme Clerk Court was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Updated 1/2/02 by BCC based upon department comments.
- 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.
- 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.