



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

District Court Administrative Assistant

Title of Immediate Supervisor: Court Administrator

Department/Division: District Court

Pay Grade/FLSA Status: 10 / Non-Exempt

Job Titles Accountable For: None

General Summary or Purpose

The District Court Administrative Assistant provides a variety of administrative, secretarial and support activities for court administration. Duties, depending on assignment, typically involve independently carrying out administrative assignments; processing and distributing documents in regards to hearings; coordinating the scheduling of court hearings; answering department phones; purchasing supplies and tracking and coding expenditures; monitoring caseflow and compliance with docket currency standards; maintaining electronic department files and records; maintaining inventory; or other administrative support activities.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. 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. Answers department phones, greets visitors, screens telephone calls and correspondence, provides information, explains policies and procedures or refers, as appropriate. Opens and sorts office mail. Responds to requests for information at the request of the department or refers materials to the appropriate party.
2. Arranges for the scheduling of formal and informal proceedings with prosecutors, attorneys, judges/referees and ensuring all other parties are notified and all court documents are in order. Serves as a back up to calendar control clerks.
3. Monitors caseflow and compliance with docket currency standards and prepares, collects, analyzes and organizes data related to case filings and dispositions.
4. Purchases office supplies. Tracks department expenditures and budget levels. Learns to code invoices into appropriate expenditure categories.
5. Develops and maintains a variety of electronic files and records including surveys, questionnaires, forms, reports, worksheets, spreadsheets and databases. Prepares various statistical summary reports.
6. Arranges conference calls, coordinates and sets-up video conferences, prepares correspondence and meeting minutes, makes travel arrangements, prepares travel expense vouchers, notarizes documents, maintains and coordinates staff calendars and learns to perform elementary legal research.
7. Tracks and maintains all inventory including supplies, equipment and technology for the unit. Coordinates items to transfer to surplus. Troubleshoots or acquires assistance when equipment or technology fails.
8. Performs special projects and administrative functions as assigned.
9. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and two years of secretarial experience in a court, law office or related job setting.

Certifications or Licensing Requirements: (prior to job entry)

None.



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Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of legal terminology, business English, punctuation and grammar.
- Considerable knowledge and office systems, procedures and equipment.
- Considerable knowledge of law and legal principles.

Skill Requirements

- Elementary legal research skills.
- Excellent grammar, writing and proofreading skills.
- Skilled in reading, understanding and applying statutes and legal procedures/terminology.
- Effective, courteous and professional interpersonal and customer service skills to deal effectively with all levels of personnel and the public.
- Skilled in the use of word processing, spreadsheet and specialized court/ case management software.
- Strong attention to detail ensuring accuracy of work.
- Ability to efficiently organize and prioritize work to process court documents in a timely manner.
- Ability to work in a deadline-oriented and fast-paced environment.
- Ability to quickly and positively adapt to frequent changes.
- Must be dependable.

Physical Requirements

- The essential functions of the job typically require: 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.
- 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

- District Court Administrative Assistant I created 7/2/15
- 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.