



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Juvenile Court Administrative Assistant

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**Title of Immediate Supervisor:** Director of Juvenile Court Services or Juvenile Court Supervisor

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**Department/Division:** District Court/Juvenile Court

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**Pay Grade/FLSA Status:** 10 / Non-Exempt

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**Job Titles Accountable For:** None

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### General Summary or Purpose

The Juvenile Court Administrative Assistant provides a variety of administrative, secretarial and support activities for juvenile court services or court referees. Duties, depending upon assignment, typically involve typing, processing and distributing documents in regards to hearings; scheduling of juvenile informal adjustment proceedings; answering department phones; maintaining department files and records; handling restitution payments; back-up court recording responsibilities or other administrative support activities in the office of assignment.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. The Administrative Assistant differs from other administrative support job classifications in that the duties and responsibilities of positions in this job classification are a combination of back-up court recording, secretarial responsibilities, and more advanced responsibilities in legal document preparation and service.

### 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 informal proceedings with court officers and ensures all other parties are notified and all court documents are in order.
3. Prepares, maintains, and disposes of case files. Receives and disburses restitution recording all monies received and disbursed.
4. Prepares various statistical summary reports requested of the office. Operates court recording equipment and makes accompanying logs and notes identifying appearances, administering oaths and marking and receiving documents primarily for juvenile court hearings, domestic and child support hearings. Maintains accurate and complete files and records of recorded proceedings, including log notes, cassette tapes, computer discs, witness and exhibit lists, court calendars and other materials. Drafts and prepares other correspondence using word processing software from dictation, handwritten documents or verbal dictation.
5. Receives incoming juvenile referrals; inputs data into the database; tracks and monitors court dispositions and updates case management records.
6. Performs special projects and administrative functions as assigned. Tracks department expenditures and budget levels. Arranges conference calls, coordinates and sets-up video conferences, prepares meeting minutes, maintains general office files and databases, purchases office supplies, makes travel arrangements, prepares travel expense vouchers, notarizes documents, publishes legal notices in newspapers, maintains and coordinates staff calendars.
7. 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.
- Basic knowledge electronic recording equipment
- Considerable knowledge of word processing, database and internet software.
- Considerable knowledge of court rules, procedures and functions.
- Basic knowledge of law and legal principles.

### Skill Requirements

- Ability to proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing and specialized court/case management software.
- Elementary legal research skills.
- Excellent grammar, writing and proofreading skills.
- Effective, courteous and professional interpersonal skills to deal effectively with all levels of personnel and the public.
- Strong attention to detail ensuring accuracy of work.
- Ability to efficiently organize and prioritize work.
- Ability to work in a deadline-oriented, constantly changing, 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

- Secretary II was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Revised job description 3/02 based upon classification changes initiated by Personnel Policy Board.
- Minor changes approved and title changed from Secretary II to Administrative Assistant II 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.
- Updated classification and changed name from Administrative Assistant II to Juvenile Court Administrative Assistant II on 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.