



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Scheduling Clerk

Title of Immediate Supervisor:	Varies
Department/Division:	Varies / District Court
Pay Grade/FLSA Status:	10 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Scheduling Clerk is responsible for scheduling or supervising the scheduling of all matters to be heard by the district court for the entire judicial district, including notifying parties of schedule, coordinating scheduling with court personnel and other involved parties, and monitoring docket.

Major Responsibilities & Essential Functions

1. Coordinates and schedules court proceedings for the district court and notifies appropriate parties of schedule. Reviews criminal and civil cases to ensure compliance with court policy prior to scheduling. Resolves scheduling and related problems.
2. Monitors caseflow and docket currency standards, follows up with attorneys who do not appear as scheduled; coordinates with Clerk of District Court in preparing jury trial calendar and alternate dates.
3. Prepares, distributes, and monitors court calendars and judge rotations, reschedules cases that have been continued and updates for conflicts. Monitors cases assigned from other districts and coordinates scheduling with appropriate parties.
4. Enters trial data and records case disposition information, including judgment and dismissals, and prepares dismissal docket to remove dormant cases from calendar. Prepares and types various orders for judge's signature and reporting forms for submission to State Court Administrator's Office
5. Answers telephone and greets court patrons, screens calls, addresses inquiries, explains court schedule, and procedures and refers individuals to appropriate party
6. 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.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Knowledge of court rules, procedures, and policies and legal documents.
- Knowledge of the principles of caseflow management.
- Knowledge of word processing, electronic spreadsheet, database, and specialized court/case management.

Skill Requirements

- Planning, prioritization, and organization skills associated with scheduling, monitoring caseflow, and recordkeeping.
- Written and verbal communication skills to effectively interact with judges, attorneys, court personnel, and court patrons.
- Proficiently uses required software programs.



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Physical Requirements

- The essential functions of the job typically require: grasping, sitting, stooping, crouching, 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.
- 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

- Calendar Control Clerk was last reviewed and updated 6/5/1998 by North Dakota Unified Judicial System.
- Classified description revised and updated 4/2/2001 by BCC.
- Minor changes approved by Supreme Court on 2/1/2014.
- 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.
- 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. Title changed from Calendar Control Clerk to Scheduling Clerk.