

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Court Services Coordinator

<u>Title of Immediate Supervisor:</u> Court Administrator	<u>Department:</u> Clerk of District Court Juvenile Court	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None	<u>Division:</u>	<u>Pay Grade Assignment:</u> 11

General Summary or Purpose:

The Court Services Coordinator is responsible for coordinating a variety of court services for both the juvenile court and district court. This position is responsible for administering and coordinating collections programs; facilitating juvenile referrals, placements and reimbursements; conducting follow-up reviews for indigent services; and administering juvenile screening tests.

Positions assigned to this classification follow routines and processes established by others requiring specialized training to perform the requirements of the job.

Duty	Major Responsibilities & Essential Functions:
1.	Administers and coordinates collection programs and takes appropriate follow-up action to collect delinquent accounts. Works closely with misdemeanor and felony probation to determine appropriate payment schedules and appropriate time to initiate contempt action for non-payment. Prepares affidavits and testifies at Order to Show Cause for non-payment or revocation hearings.
2.	Facilitates juvenile referrals, placements, and reimbursements. Coordinates the interstate compact case transfers. Tracks paper supervision cases and makes recommendations as to continuance or termination of supervision.
3.	Coordinates services for juvenile court programs to develop and schedule special projects. Works with community organizations to develop and schedule special projects for youth community service work.
4.	Conducts follow-up screening of questionable applications for indigent defense services. Meets with litigants to review application and additional documentation. Makes recommendations to judges and referees as to continuing or terminating indigent defense services for individuals based on supplemental screening.

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Duty	Major Responsibilities & Essential Functions:
5.	Assists with receptionist/front counter duties as directed by the clerk of court or juvenile director.
6.	Administers juvenile screening tests, mental health screening tests and enters results in the computer system.
7.	May be temporarily assigned to either the clerk of court's office or the juvenile court office to cover staff shortages.
8.	Performs other duties of a comparable level or type.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires an associates degree in accounting, legal assistant program or similar field and one year of experience in a court, legal, or similarly related environment.

Certification or Licensing Requirements (prior to job entry):

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements:

- Knowledge of office equipment, software and general office procedures.
- Knowledge of grammar, data entry, reports, and correspondence requirements within the court.
- Knowledge of courtroom procedures, practice of probation work, case processing procedures, district court operational routines and processes; record keeping routines in the court.
- Knowledge and understanding of legal terminology, court documents, court routines and operations, and state laws affecting juveniles.
- Considerable knowledge of word processing, database management software, and spreadsheet applications used by the court.

Skill Requirements:

- Interpersonal and customer service skills adaptable to a diverse range of individuals including collaborative skills to work constructively within community agencies.

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Skill Requirements:

- Skilled in interpreting court routines, rules and operations and applying judgment and discretion in handling non-routine situations based upon rules, operations and procedures of the court.
- Skilled in district court operations and routines of case processing and scheduling.
- Skilled in preparing and processing of legal documents, orders, judgments, or reports including juvenile case management and activity reports.
- Skilled in reading and understanding statutes and legal procedures/terminology.
- Written communication skills to prepare reports, memos, and recommendations.
- Strong record-keeping skills.
- Prioritization skills to process court documents and case files in a timely manner.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/case management software.
- Skilled in operation and use of office equipment, software and database software used in the court.

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 is subject to some 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:

Description created 08/03/05.

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.