



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Judicial Assistant

Title of Immediate Supervisor:	Justice
Department/Division:	Supreme Court Justice Chambers / Supreme Court
Pay Grade/FLSA Status:	11 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Judicial Assistant is responsible for performing a wide variety of administrative, editorial, and paralegal activities to a justice of the Supreme Court. Independently carries out administrative assignments, initiating contacts with judges, other officials, and court staff. Judicial Assistants in this classification serve as an administrative assistant to a justice requiring the exercise of discretion, judgment, and initiative in performing the requirements of the job.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience, judgment, and discretion to perform the requirements of the job. The Judicial Assistant differs from the Executive Judicial Assistant in that the latter classification requires a greater understanding, breadth of knowledge, and occupational skills required to perform the job.

Major Responsibilities & Essential Functions

1. Edits and proofs opinions and other documents for accuracy, clarity, and reviews points of law, citations, and statements of fact to verify proper application before an opinion is forwarded to the justice. Types and hypertexts opinions and documents for inclusion into the court's website. Proofs publishing advance sheets and submits corrections to publishers.
2. Serves as a primary contact and liaison between the justice and others in the system. Receives, reviews, and processes all incoming and outgoing communications, requests for information, and correspondence. Acts or responds to the justice orally or in writing as authorized.
3. Provides administrative support and organization within the justice's chambers by performing such duties as:
 - o Coordinates and implements special projects or activities. Keeps the justice informed on project status and activities; provides staff support for various committees;
 - o Updates and maintains the justice's calendar; makes appointments; handles arrangements for meetings or speaking engagements; prepares expense vouchers; prepares materials needed for meetings;
 - o Maintains justice's records and case files for oral arguments and organizes files for motions and case conferences. Archives files and disposes other case files in accordance with procedures of the court.
4. Conducts a variety of general and legal research to provide assistance to the justice. Prepares reports in a concise and clear manner. Assists in the preparation of reports, speeches, presentations, or other correspondence for the justice. Composes case summaries, reports, orders, and other documentation involving administrative or legal matters.
5. Provides assistance and information to law clerks regarding office operational questions, justice preferences, and procedures and assists them in accomplishing work activities within the chamber.
6. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires an associate's degree and one year 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 degree and experience requirements.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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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 of office systems, procedures, and equipment.
- Considerable knowledge of word processing and internet software.
- Considerable knowledge of court rules, procedures, and functions.
- Basic knowledge of law and legal principles.

Skill Requirements

- Proficiently uses related software programs.
- Recordkeeping skills.
- Elementary legal research skills.
- Written communication skills.
- Proofreading and editorial skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Work is performed in a comfortable office work environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- 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

- Judicial Secretary was last reviewed and updated 07/01/1999 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Description updated 1/2/2002 by BCC based on dept. comments.
- Description revised and qualifications revised per Personnel Board actions 3/2002.
- Minor changes approved and title changed from Judicial Secretary-Justice to Judicial Assistant 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.