



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Judicial Assistant

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<b>Title of Immediate Supervisor:</b>	Justice
<b>Department/Division:</b>	Varies
<b>Pay Grade/FLSA Status:</b>	11 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

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### 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.

### Minimum Qualifications

Requires a minimum of an associate degree and one year of secretarial or paralegal experience in a court, law office or related job experience.

### 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 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

- Ability to proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing and internet applications.
- Dictation 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: 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

- Judicial Secretary was last reviewed and updated 07/01/99 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Description updated 1/2/02 by BCC based on dept. comments.
- Description revised and qualifications revised per Personnel Board actions 3/02.
- Minor changes approved and title changed from Judicial Secretary-Justice to Judicial Assistant 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.