

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM
CLASSIFICATION DESCRIPTION

TITLE: Senior Deputy Supreme Court Clerk

<u>Title of Immediate Supervisor:</u> Clerk of Supreme Court	<u>Department:</u> Office of the Clerk of Supreme 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 Senior Deputy Supreme Court Clerk is responsible for scheduling all matters to be heard by the Supreme Court, including notifying parties of schedule, coordinating scheduling with court personnel and other involved parties and performing and assisting other department personnel in a variety of responsible administrative and clerical tasks in the processing of Supreme Court cases.

This classification follows administrative routines and processes established by the Clerk of Supreme Court, but still requires specialized experience to perform the requirements of the job.

<u>Duty</u>	<u>Major Responsibilities & Essential Functions:</u>
1.	Coordinates and schedules court proceedings for the supreme court and notifies appropriate parties and security personnel of schedule. Reviews cases to ensure compliance with court rules and policies prior to scheduling. Resolves scheduling and related problems.
2.	Plans, organizes and distributes the court calendar, and makes random assignments of justices to cases, as directed by the Clerk of Supreme Court. Reschedules cases that have been continued and updates for conflicts. Checks licensing status of attorneys scheduled for appearance before the Court.
3.	Contacts parties, judges and other court officials to coordinate calendar, provides information related to the appeals process and to verify that all necessary orders have been signed. Composes letters acknowledging receipt of documents and requesting omitted or additional information.
4.	Provides administrative assistance and support to the Clerk of Supreme Court. Monitors processing of routine case activities and provides training or technical assistance to other clerk of court personnel as necessary.

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Duty	Major Responsibilities & Essential Functions:
5.	Prepares orders in response to filed motions and petitions for signature by Clerk of Supreme Court or Justices. Reviews, processes, makes docket entries and transmits Supreme Court Opinions for publication and posting on the Supreme Court web page.
6.	Opens case files and processes all related information as received. Determines when briefs, transcripts, records on appeal and other documents are due under appellate rules. Verifies contents of documents and records and determines whether filings comply with appellate rules.
7.	Makes entries in the Supreme Court docket system to open cases and update the docket as new filings are received and as judgment is entered and case is mandated. Converts copies of computerized briefs, transcripts and petitions into format accessible by court personnel and for posting to Supreme Court website.
8.	Answers telephones and greets court patrons, responds to inquiries providing case status information, explains basic court policies and procedures and refers individuals to appropriate party, as needed. Checks out records, briefs and transcripts for justices, law clerks and secretaries.
9.	Performs other duties of a comparable level or type. May assist in office administration, maintain equipment and supplies, load computer programs and provide operational assistance, serve as a liaison with the court, state technology departments and outside vendors.

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

Requires a high school diploma and one year of college, and three years of experience in an appellate court.

Certification or Licensing Requirements (prior to job entry):

None.

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Knowledge Requirements:

- Knowledge of court procedures, legal documents, laws and legal factors pertaining to the court system.
- Knowledge and understanding of legal terminology, case processing procedures and court operations.
- Knowledge of word processing and specialized court/case management software.
- Knowledge of office procedures, practices and operations.

Skill Requirements:

- Interpersonal and customer service skills adaptable to a diverse range of individuals.
- Analytical skills relevant to determining the appropriateness of documents for filing under court rules.
- Strong written communication skills to prepare correspondence, orders and reports.
- Skilled in providing technical direction and leading clerical staff.
- Strong recordkeeping skills.
- Prioritization skills to process court documents and other assignments in a timely manner.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized court/ case management software and general office equipment.

Physical Requirements:

The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, 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.

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Job Classification History:

Deputy Supreme Court Clerk III was created 2/03/04 by Supreme Court, and classification description approved.

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.

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.