



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Citizen Access Paralegal

Title of Immediate Supervisor:	Citizen Access Coordinator
Department/Division:	North Dakota Supreme Court Law Library
Pay Grade/FLSA Status:	12 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Citizen Access Paralegal is responsible for responding to requests and assisting the public on court processes and procedures and assisting in creating and delivering public programs about court processes and the Citizen Access Program.

Major Responsibilities & Essential Functions

1. Responds to inquiries from self-represented litigants and provides information and explanations about court processes, court rules, documents and forms. Provides information about other resources that may provide further assistance.
2. Assists in developing forms, brochures, manuals and online content.
3. Reviews, analyzes and interprets applicable laws and rules.
4. Assists in developing and delivering presentations for community groups, court personnel and the general public about court processes and the Citizen Access Program or arranges for others to deliver training as needed.
5. Assists in planning and organizing activities involving faculty, location, costs and training, including negotiating contracts with speakers and vendors.
6. Responds to inquiries about the Citizen Access Program.
7. In the absence of other library staff, answers telephone calls and greets library patrons.
8. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree and two years of paralegal or legal assistant experience that includes experience with court rules and procedures, legal documents, laws and legal factors pertaining to the courts.

or

Associate degree and four years of paralegal or legal assistant experience that includes experience with court rules and procedures, legal documents, laws and legal factors pertaining to the courts.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Considerable knowledge of court rules and procedures, legal documents, laws and legal factors pertaining to the courts.
- Extensive knowledge of legal terminology.
- Knowledge of the basic principles of adult education and curriculum development.



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Skill Requirements

- Ability to communicate at all levels both orally and in writing.
- Ability to relate professionally with judges, court administrators, staff, representatives of other agencies, attorneys and the public.
- Ability to proficiently use related software programs.

Physical Requirements

- The essential functions of the job typically require: grasping, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee may be required, in the performance of the job, to travel to various courts across the state. Employees have control over scheduling and travel arrangements and can adjust schedules due to adverse weather or travel conditions. Work is performed in a comfortable office work environment.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Job Classification History

- Citizen Access Coordinator created 7/2/15.
- Eliminated the type of degree required 10/1/22.